

**Royal Coast Condominium Association
2000 South Ocean Boulevard
Lauderdale By The Sea, Florida 33062**

**ROYAL COAST CONDOMINIUM
ASSOCIATION
RULES, REGULATIONS AND POLICIES**

The Royal Coast Condominium Association (RCCA) is a residential condominium consisting of 203 units in a beautiful, excellently maintained and managed building. Your Board of Directors, Manager and staff are dedicated to providing and ensuring the conditions that add to your comfort, convenience and safety.

Based on the above premise of ensuring your comfort, convenience and safety there are certain rules, regulations and policies that must be honored by all residents of the RCCA. As in the case of any well-organized family unit, it is necessary to have certain understandings and rules on how to live together harmoniously. Compliance with the rules, regulations and policies of the RCCA will offer a mutually beneficial, comfortable and enjoyable quality of life. It is expected that each owner/lessee will see to it that his or her family members and guests are made aware of these rules and that they are followed and enforced.

Please read this guide and become familiar with all the rules and policies that if followed consistently by all residents will make the Royal Coast Condominium a great place in which to live or to visit. The policies address many informational and life safety topics that all residents living at or visiting the RCCA need to familiarize themselves with.

If you need to visit the office, you may stop by between the hours of 8:00AM and 4:30PM Monday through Friday (except legal holidays). Please note that the office is closed for lunch between 12:00 noon and 12:30PM. If you have questions and wish to contact the RCCA Manager during working hours, please call:

Phone: (954) 781-9791

Fax: (954) 781-0095

Email: Royalcoastcondos@comcast.net

Outside of working hours please contact the security office at (954) 781-9790 regarding rule violations, emergencies, or security concerns. The security guard will take a report and submit it to the RCCA manager the next day unless it is an emergency at which time the manager will be immediately contacted.

The Board of Directors thanks you in advance for your cooperation with this guide and your understanding that as a community we must work together for the betterment of all concerned.

Please understand that these rules, regulations and policies will be binding upon all unit owners and lessees.

How to Use this Reference Guide

The guide is divided into five sections to make it easier for you to find what you are looking for.

Section I is an alphabetical listing of the most common **Rules and Regulations** that all of us at Royal Coast are required to observe. We live in a community setting and we must realize and appreciate the fact that our actions can have an effect on our neighbors. We must demonstrate courtesy and respect at all times, consequently, to ensure we do not negatively impact the rights and entitlements of our fellow unit owners, or their guests or lessees who are also bound by these rules.

Section II contains **Safety and Security** topics that detail emergency procedures to be followed in the event of hurricane or fire and information about Security at Royal Coast.

Section III, How Do I...? lists all of the procedures for explaining how to do everything from reserving the social room to getting a delivery. Refer to these listings as necessary depending upon your need.

Section IV, Pool and Deck Area, explains the rules of etiquette and common sense that we all need to observe in order to maintain a safe, enjoyable time at our pool, which many consider to be the heart of the Royal Coast, and our other amenities.

Section V explains our **Compliance Process** to ensure uniform enforcement of the rules. Naturally, rules are only effective if they are followed and become ineffective if violated with impunity. It is understood, moreover, that a simple reminder to a resident, guest, or lessee will achieve compliance in most instances, but in extreme cases of continued violation to the detriment of others, certain measures will be taken up to and including fines and/or legal action.

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Section I—Rules and Regulations

Antennas/Satellite Dishes

These devices must be installed in accordance with Section 207 of the Telecommunications Act of 1996. Prior to installation, please submit in writing your request to install a dish or antenna. Please address the communication to the RCC manager for instructions and final approval.

Attire

Unit owners/lessees, their families and guests should always wear appropriate attire (no wet bathing suits or wet cover-ups) in the lobby, hallways, or any common areas of the RCC. To prevent accidents in the pool area and in the RCC building, please always wear sandals or other appropriate footwear.

Barbecue Grills

For your convenience, a number of barbecue grills are available on the northeast side of the pool deck. Utensils may be obtained from the kitchen in the social room. The grills are available on a first come, first served basis. Please be considerate of other users and allow sharing if feasible or arrange to complete your cooking expeditiously if other guests are waiting. See additional information in Section IV—Pool and Deck Area.

Remember that this is the only location in the complex where barbecuing is permitted.

Billiard Room

- The billiard room is located in the main lobby and the hours are 9:00 A.M. to 10:00 P.M.
- The security officer will unlock the door, if necessary, and provide the playing balls.
- No one under 18 years of age is allowed to use the billiard room unless accompanied and supervised by an adult.
- Play by individuals should be limited to one hour if others are waiting to use the pool table.
- When you finish playing please brush the table clean and replace the cover.
- No food or drink is permitted in this area.
- Please return all equipment to its proper place and the billiard balls to the security office.

Building Appearance and Balconies

- No projections are to be attached to the outside walls, ceiling or to the balcony railings.
- The exterior or common areas of the RCCA are not to be painted, decorated or modified by any unit owner/lessee. Decorations on tables opposite the elevators are limited to a single item or floral arrangement and are not to be altered or enhanced to reflect holidays.

- No awnings, window guards, light reflective material, ventilators, fans or air conditioning devices are to be used in the condominium unless approved in writing by the manager or Board of Directors.
- Plaques, pictures, etc. are not to be installed in the RCCA hallways or balconies.
- Any items that are higher than the balcony railing such as umbrellas, planters, etc. are prohibited.
- Carpeting is not permitted on balcony floors.
- With the approval of the RCCA manager, tile is permitted on balcony floors and must be installed according to the guidelines set forth by the management of the building. The replacement of broken or missing tile is mandatory to preserve the structural integrity and to preserve the aesthetics of the building. The balcony deck must be waterproofed prior to the installation of any tile.
- Interior and exterior colors of the RCCA common areas are not to be altered by a unit owner.
- No sweepings or other substances are to be permitted to escape to the exterior of the building from the windows, doors, and balconies.
- No exercise equipment, bicycles or items other than patio furniture may be kept on balconies.
- The RCCA manager must approve the design and installation of all storm shutters.
- All balcony items must be securely placed to prevent being blown off because of wind gusts.
- Holiday decorations such as lights may be placed on the balcony railings. All decorations are to be removed no later than ten days after the end of the holiday.
- Towels or cloths of any kind or plastic bags are not to be hung from balcony railings or to be visible from ground level.
- Absolutely no cooking is allowed on balconies.
- Mops, rugs and vacuum cleaner bags are not to be dusted or shaken from windows, in the hallways or from the balconies.
- Please remove balcony furniture when leaving the unit for an extended period of time especially during hurricane season.
- No buckets of water should be used to clean the balcony since this could cause an overflow to the balcony below.
- Do not throw cigarettes or any other objects off the balconies.
- Televisions, radios or speakers are not to be placed on the balconies.

Bulletin Boards

All postings by unit owners must be typewritten and posted on the bulletin boards located in the garage level by the north entrance and on the first floor by the service entrance.

In season, the bulletin board next to the service elevator is dedicated to postings by the Entertainment Committee. Please refrain from posting personal notices until the Entertainment Committee has finished their event postings which end about April.

Car Wash

For RCCA unit owners/lessees, a place for washing your personal car is provided at the Northeast corner of the North parking lot.

Please note that the unit owners/lessees using the car wash must provide their own supplies and water nozzle.

Common Areas

Common elements are defined as the portion of the condo property jointly owned by all the owners and include all areas outside of the private units. The common elements are maintained by the RCCA Association.

The common elements are not to be obstructed, littered, defaced or misused in any manner.

No structural changes or alterations are to be made in any unit, or to any of the common elements, except upon approval of the Board of Directors, or as provided in the Declaration of Condominium.

For your protection, unit owners/lessees, residents, their families, guests, personal help, employees, agents, and visitors, etc. should not attempt to enter any RCCA rooms noted as: "DESIGNATED PERSONNEL ONLY" such as the roof, elevator shafts, elevator equipment rooms or power rooms except with the express written consent of the Board of Directors.

Contractors

Before any work is started in a unit, you must make sure that outside companies or contractors providing services to owner/lessee in the building have submitted the following paperwork to the RCCA Manager:

- Certificate of Insurance with RCCA as certificate holder
- License
- Lauderdale by the Sea Permit (where applicable)

If the work will include any significant structural changes to your unit you must request the appropriate paper work from the office to obtain approval. See the manager for details.

Drop cloths must be used on the hallway carpeting when work is being performed in a unit.

Please note that when construction is going on in a unit, all construction material is to be stored in the unit. No construction machinery, material or tools are to be placed in the hallways of the

RCCA. Any damage or clean up of the hallways due to construction material being placed in the hallways will be the full responsibility of the unit owner.

Deliveries

- **General**

Deliveries and services may be carried out Monday through Friday from 8:00AM until 6:00PM

Please instruct all delivery personnel, except for newspaper delivery, to check in with the security office and not to enter the building unless they have registered. Vendors providing services or products must be told that they need to have a certificate of insurance on file with the RCCA office listing the RCCA as certificate holder. Please see the manager for additional details and information. The security officer will contact the unit owner/lessee to inform him or her that the delivery has arrived. All delivery/service personnel must use the service elevator. Please meet delivery personnel in person to accept your delivery.

Residents having furniture, carpet, and appliances delivered requiring the use of the service elevator must notify the RCCA manager 48 hours in advance. When making arrangements for deliveries, please choose an A.M. delivery time so that the deliveries do not arrive after 6:00PM.

Delivery exceptions will be permitted on weekends for emergency repairs such as air conditioning, electrical, plumbing, telephone and cable.

- **Food**

Please advise your food vendor that the delivery person must check in with the security office upon arrival.

Notify the security guard of the expected delivery.

The security guard will call the resident when the delivery has arrived.

The owner/lessee or guest will meet the delivery person at the security booth to accept delivery. Exceptions will only be made for a nonambulatory person living alone and/or Meals on Wheels.

Directory/Contact List

For the benefit of all owners, management maintains a directory of unit owners/lessees with their current local RCCA phone numbers. Your cooperation in furnishing current information to the office is appreciated.

Doors

Please keep apartment doors closed at all times to prevent:

- Unauthorized entry or damage to your unit.
- Creation of a forced draft in case of smoke or fire.

- Setting off false alarms.
- Drafts that can affect the operation of the elevators.
- Reduction of central hall air conditioning.
- Permeating the halls with offensive odors.

Elevators

- Service personnel must access the RCCA through the service entrance and must use the service elevator to reach the unit unless directed otherwise. (Please see Deliveries)
- All owners/lessees and guests must use the service entrance and elevator when bringing groceries, luggage, furniture, golf clubs, carts, etc. into and out of the building. Large items may require the use of shopping carts or valet carts. (Please refer to **Shopping Carts/Valet Carts** on page 14 for additional information about the use of these items).
- The service elevator is to be used by bathers, moving trades people and all other service personnel.
- The service elevator must be used when carrying laundry to and from the laundry room.
- All wheeled equipment (strollers, carts, etc.) with the exception of wheelchairs and walkers, must go on the service elevator.
- The passenger cars are to be used for all other normal needs.
- In case of an emergency while in any of our elevators please push the phone button and you will be automatically connected to the security office. If the fireman hat button starts to blink, please get off the elevator.

Employees

Working within the RCCA to provide various services are office staff, cleaning and maintenance personnel, and security staff. In order to insure maximum efficiency of their working time they receive their instructions from the manager.

As such, owners, lessees and guests are not to give directions to them. Should the need arise to clarify any issue, please see the manager or a director.

Staff are not to be used to perform any personal work or services for any residents during working hours.

Flooring

Owners/lessees are required to cover bedroom, living room and dining room floors with carpet laid over padding or with an equivalent floor covering.

If floors are being tiled, or a wood floor is being installed or other floor type is being used, a ¼” cork sub-floor or equivalent must be applied. The tile contractor must submit a sample of the cork or other subflooring to the RCCA manager for approval prior to laying in the unit. Any deviations whatsoever require the approval of the Board of Directors or the manager.

Guests and Children

- Guests, families and children are subject to the same rules and regulations as the owners/lessees.
- Owners/lessees must explain the RCCA Rules and Regulations clearly and concisely to anyone who is visiting the RCCA.
- Guests are not allowed to stay overnight unless the owner/lessee is in residence at the same time. **Exceptions:**
 - The owner/lessee does not have to be in residence during the stay of their parents, grandparents, adult brothers and sisters, adult sons and daughters and adult grandchildren. Their respective spouses and/or children may accompany any of these guests. In the event the unit is legally in the name of one spouse, for the purpose of the above exceptions only, the other spouse will also be considered as the unit owner/lessee.
 - The owner/lessee, if not in residence as noted above, must give the RCCA manager at least three days notice of guest arrival.
 - With the owner’s permission and when the owner is not in residence, the guest may use the owner’s parking space otherwise the security guard will assign a guest parking space.
- Under no circumstance are unregistered guests allowed to reside in the condominium units. All guests must register with the security office. Guests are not permitted to stay longer than thirty days at the RCCA.
- Guests must be in possession of the keys to the unit when they arrive at the RCCA. Please remember that the security office does not accept unit keys for release to guests or other unit owners/lessees. Likewise, the guest must return the keys to the owner/lessee or his representative when they depart. The office cannot be responsible for distributing any keys to guests.
- Children are not to play in the public hallways, lobbies, stairways, garages, parking areas or in any way interfere with the elevators and with the quiet and comfort of the residents. Reasonable supervision must be exercised when children under the age of thirteen are in residence.
- Children under the age of eighteen cannot be left alone in a unit overnight or during the day without adult supervision.
- The Security Guard will assign visiting guests a parking space in the visitors’ parking area.
- Guest parking when the owner/lessee is in residence is not to exceed thirty days in a calendar year.

Laundry Room

- The laundry room is located in the basement of the building and should be used in such a manner as to maintain the units in good working order. Therefore, after each laundry load please remove all lint from the dryers and report any malfunction of the units to the RCCA manager.
- Please do not use the washer and dryer machines to launder rugs or feathered items such as comforters, etc.
- Please do not use the laundry equipment to bleach or dye clothes.
- Please only use U.S. coins. Other coins ruin the mechanism of the equipment.
- Please remove all your laundered material as soon as possible in order to allow other individuals to use the laundry machinery.
- If unattended finished laundry is left in any of the machinery, the next user may remove the items and place them on the laundry room table.

Lobby Area

- Proper attire and footwear must be worn in this area and all common areas of the RCCA.
- The lobby area is not a play or recreation area for children.
- Luggage is not to be brought through the lobby. Please use the service entrance.
- For your convenience, a wireless network is available in the lobby to access your portable devices. Please see the manager for information about accessing this network.

Mail and Mail Room

Mail

- The mailboxes are located on the lobby floor opposite the social room.
- Incoming parcels from major carriers or parcels too large to fit in the mailboxes will be received by the security guard and residents will be advised to pick up the package from the security office. All packages are to be picked up within 24 hours of notification by security.
- Please pick up your mail every day. The mail boxes are not large enough to hold several day's worth of mail. Personal mail cannot be delivered to the RCCA office for unit owner pick up. If the mail box is full, under the Postmaster's instructions, the postman will return the mail to the sender marked "undeliverable."

Mail-Bulk

Under the RCCA by-laws, no commercial, religious or educational business may be transacted and as such, no bulk mail drops are permitted anywhere on the property.

Mail-Certified

Please note that the security office or the main office will not accept personal certified mail.

Mail-Pick Up

A mail drop box for outgoing mail is located in the lobby area by the mailboxes. Please drop off your mail in this container.

Mail-Special Circumstances.

Please make direct mail arrangement with the US Postal Service as the RCCA cannot become involved in governmental matters such as address changes, undelivered mail, etc.

Meetings—Board of Directors

The Board of Directors of the RCCA currently consists of seven unit owners who serve voluntarily for two year elected terms. They are responsible for the financial well being of the organization and are invested by the condominium documents to maintain, update and revise these rules and regulations in accordance with Florida statutes.

The RCCA Board meets normally on the fourth Monday of the month in the social room. The Annual meeting is held each January for owners. All unit owners are invited and encouraged to attend these meetings where they are welcomed to speak on topics related to the agenda or other relevant matters. The agenda with meeting information is posted forty eight hours prior to the meeting at various locations.

A bulletin board dedicated to meeting notices and Board of Directors matters is located in the Mail Room opposite the mailboxes.

A unit owner wishing to tape record any RCCA meeting must announce his/her intention to tape record a meeting, for the record, at the beginning of every Board of Directors meeting.

Noise

- Residents should not make or create unreasonable noises, odors or other annoyances, which interfere with the rights, comfort or convenience of the other residents.
- Please do not use noisy appliances between the hours of 10:00 P.M. and 8:00 A.M.
- Unit owners/lessees are not to conduct vocal or instrument practice or instruction at any time.
- In the case that radios and televisions of owners/lessees are too loud and are disturbing to other owners/lessees, if after working hours, please notify the security office and also inform the manager in writing of this event.
- Formal action for noise or other related disturbances cannot be taken based a verbal complaint. The offending party will be notified of the disturbance by the security office and the RCCA manager will issue a written warning letter.

Parking

- Please note that each owner/lessee is entitled to one parking space per vehicle as stated in the RCCA by-laws with the exception of unit owners possessing a tandem parking space which allows for two vehicles.
- Vehicles improperly parked or not registered with the security office will be towed away at the owner/lessee's expense.
- No boats, trailers or commercial vehicles are allowed in any parking area of the RCCA.
- Bicycles are to be kept in the RCCA garages in assigned areas at your own risk. All bicycles must have visible identification with the owner/lessee's name and unit number and be in functioning order otherwise they will be removed and discarded.
- The owner/lessee of a second car may not use a visitor parking space at the RCCA. The owner/lessee must make parking arrangements outside of the RCCA or rent a parking spot from another unit owner/lessee.
- Motorcycles, motorbikes or motor scooters must be wheeled in and out of the garage. Starting or driving these vehicles in the garage is prohibited.
- No vehicle belonging to a unit owner/lessee, member of the family, guest, or employee of a unit owner/lessee is to be parked in such a manner as to impede or prevent proper access to another unit owner/lessee's parking space. Cars must be kept within lines.
- Unit owners/lessees wishing to permit the temporary use of their space to another occupant of the building must inform the RCCA manager, in writing, of their plans to permit another resident to use their parking space.
- Guests utilizing the RCCA parking lot must have a parking permit. Guests must register their vehicle with the security office and give their name, apartment number they are visiting and car license plate number. Discrepancies will be resolved by Security, who assigns spaces to all, based on availability.
- Guest permits should be visibly placed on the dashboard.
- No double parking is permitted in the RCCA premises.
- Due to Lauderdale by the Sea, FL. Fire Code, no car may park by the front door entrance to the RCCA at any time. Security has been instructed to ask the owners of these vehicles to move them.
- If car towing ever becomes necessary, the RCCA manager has the full authority to have a unit owner/lessee's car towed away from the RCCA. No unit owner/lessee may request to have another unit owner/lessee's car towed.
- Head in parking is required in all areas of the RCCA except in a number of isolated spots in the garage where this may be impractical or unsafe. Please see the manager if you need additional information. License plates must be visible at all times. Please note that all vehicles must have current registration and be fully operational.
- Traffic in the garage is one way. Upon entering you must turn left and drive around to your space. When leaving the garage, turn left again and go all the way around past the security office to exit at the north driveway.

Pest Control

- An outside company performs monthly spraying for insects. A member of the maintenance staff accompanies the exterminating company representative. Notice of dates scheduled for spraying will be posted on bulletin boards. If you are not present when the spraying takes place in your apartment, a notice will be left by your kitchen sink indicating when the service was performed.
- Please notify the RCCA manager immediately upon seeing any kind of insect or vermin.
- Please be advised that to protect the entire building from any type of pest infestation, it is a requirement that all units be exterminated. If you do not want your unit exterminated for medical reasons, please notify the RCCA manager in writing.
- Please leave all the doors, including closets doors, to your unit open for extermination purposes.

Pet Policy

The RCCA is a pet free building. No pets are permitted anywhere in or on the premises at any time. This policy is to be followed by all unit owners, lessees, guests and visitors.

Shopping Carts/Valet Carts

- These carts are located on the first floor by the service elevator and in the indoor garage basement level by the south entrance to the service elevator.
- Smaller, red collapsible shopping carts are also available in these locations.
- Please return them immediately after each use to their proper locations.
- Do not leave the carts anywhere else in the building. Carts left out in the hallways or other areas of traffic where they impede access to units constitute a violation of the LBTS fire department codes.
- The carts are for unit owners/lessees' use only. Contractors are not to use the carts. .
- Please do not use the valet carts for anything other than to carry luggage. The valet carts are not to be used to move furniture, machinery, etc.

Smoking

No smoking is permitted in any common area within the building, including the indoor garage.

Storage Lockers

- Storage lockers are assigned for each apartment in the service corridor of each floor. In addition, non metal storage lockers may be placed within your garage parking spot.
- Owners/lessees are not permitted to store any items in these locations that may create a fire hazard, or to install any electrical or mechanical device in storage lockers.

Trash Removal

- The service elevator is used for daily trash pickup.
 - Monday through Friday—two pickups per day.
 - Saturday and Sunday—one pickup per day
- Garbage disposals located in the private units are to be used for the disposal of kitchen refuse in accordance with the manufacturer’s instruction book.
- Please place all trash and any non-recyclable material in tightly wrapped plastic bags and drop them in the garbage chute.
- Use caution when opening chute door. Children should not do this as it has a strong spring attached to it. Please do not force refuse into the chute.
- Glass and aluminum items must be rinsed before placing them in the floor bin in the trash room.
- The following are recyclable materials that are to be placed, after being rinsed, in the floor bin in the trash room:
 - Glass, plastic, paper, aluminum
- Newspapers are to be placed in the floor bin in the trash room.
- If you have large items to dispose of such as chairs, small tables or other small pieces of furniture please make direct arrangements with the manager for disposal instructions.
- All other garbage or construction materials such as: carpet, old appliances, beds, doors, large furniture, paint cans, live Christmas trees, etc. are not permitted in the trash areas. Residents must remove these items at their own expense.

Unit Use

- The condominium unit is to be used only for residential purposes and is not to be used for transient, hotel, commercial, religious or educational purposes.
- Owners are not to use or permit the use of their unit in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the reputation of the RCCA property.
- The placement of “For Sale” or “For Rent” or similar signs is not permitted anywhere on the property.
- It is illegal to keep or store any inflammable, combustible, or explosive fluid, material, chemical or substance, except for normal household use.
- In case of an emergency originating in or threatening any private dwelling, the Board of Directors, or any other person authorized by it, has the right to enter a private dwelling for the purpose of remedying or abating the cause of the emergency.
- To facilitate entry to any unit in the event of an emergency, the owner of each private dwelling must provide a key to the Association. The same right of entry exists for the purpose of performing any maintenance, alteration or repair to any portion of the common property, except that in this instance, such entry will be made only at reasonable times and with reasonable advance notice.
- Owners are required to correct immediately any conditions which if left uncorrected could cause damage to the common areas or to other units. The owners who caused the damage are responsible and liable for all costs associated with any resulting repairs.

Section II—Safety and Security

Access

Doors to the RCCA building are located at:

- West end, main entrance covered by Security 24/7
- North side Service entrance
- South side pool deck entrance
- East and West stairwell emergency doors

Gates are located at:

- Northeast corner between parking lot and pool deck
- South side by pool deck entry to building
- West end garage entry
- Beach entry

All doors and gates must be kept closed and locked at all times. All owners/lessees must carry a Medco key at all times to access any of these doors or gates.

Air Conditioner and Water Heater

- To prevent air conditioning emergencies such as a malfunction and/or water leaks from this unit, a “flood buster” alarm unit should be placed on the floor of the AC closet. Please check the battery of this unit periodically and replace it as needed.
- It is important that you turn the main water supply valve to your unit to the “off” position each time you vacate your home. Please note that this procedure does not apply to your air conditioning supply line.
- If the RCCA management informs you that the AC unit is clogged or leaking, please note that you will be instructed to turn the unit off until such time as a qualified AC technician can assist you and correct the problem.

Evacuation

- Lock all windows and close all storm shutters.
- Be sure sliding doors are fastened.
- In the event of a power failure keep refrigerator closed. This will keep food cold longer.
- Make certain that you have a supply of canned food, candles, matches, flashlight and a battery-operated radio with you if you are requested to evacuate by the Lauderdale by the Sea, FL. Police Department.
- Owners/lessees must remove all objects, including satellite dishes from the balcony during a storm.
- To prevent damage from sudden storms to your own or adjoining units, close all windows and doors when leaving the unit for any length of time.

Fire Codes

- Please be advised that it is against the fire code of Lauderdale by the Sea to leave unit doors open to the hallway. Please keep your unit doors closed at all times.
- East and west stairways are to be used only in the event of an emergency.
- Please do not tamper with the fire alarm speakers in your unit as it will affect the main system.
- Please follow fire alarm procedures that are available in the office and should be posted on your air-conditioner.
- Based on the Lauderdale by the Sea, FL. fire codes, no combustible material is to be kept in any storage locker by the trash room or storage bins by the parking spaces, in the RCCA parking garage.

Fire Evacuation Procedures

- When an alarm sounds:
 - Units A through D go left to fire exit beach stairway
 - Units G through E go right to fire exit beach stairway
 - Units H through L go left to fire exit driveway stairway
 - Units M though P go right to fire exit driveway stairway
- NOTE: PLEASE DO NOT USE THE ELEVATORS OR CENTER STAIRWELL
- Close your apartment door as you leave and take your keys with you. Hang a white cloth over the outside door knob to note that you have left the unit.
- Be prepared to provide your name, apartment number, occupants of your apartment present or missing to the fire department.
- Upon an “all clear” announcement, you may return to your apartment.
- East and west fire doors are to be used only in the event of an emergency.

Hurricane Plans and Procedures

The Royal Coast Condominium Association is located on a barrier island in a high risk hurricane area. In the event of a hurricane warning by the authorities that a hurricane is likely to hit our coastal area or is heading in our direction, no time should be lost in making immediate preparations to carry out your pre-arranged plans to evacuate.

AUTHORITY

The Governor, acting under the power granted to him by Florida Statutes 252-36 and 252-38, has the authority to declare that a “State of Emergency” exists, or is an imminent threat. He may direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state, if deemed necessary, for preservation of life. To intentionally disregard the Governor’s order subjects violators to arrest.

HURRICANE PHASES

- PHASE 1 – HURRICANE WATCH

The term HURRICANE WATCH indicates the development of a hurricane which is being plotted as to its movement and severity. The following advance preparations are recommended:

- Prepare a small piece of luggage in anticipation of a mandatory evacuation. In it place a change or two of clothing, valuables as well as important papers such as your will, passport, etc.
- Using your credit card, reserve a hotel room further inland, out of the evacuation zone, away from the ocean; or make plans to stay with friends or relatives inland.
- Keep a battery operated radio with extra batteries on hand, in the event of a power failure.
- Have a flash light with extra batteries on hand.
- Have a supply of canned food, canned milk, meats and vegetables, etc. and a hand held can opener to use if necessary because of a power failure.
- Have a well stocked first aid kit and enough medication to last several days to cover you for the period of evacuation. For those who use oxygen make arrangements to have an adequate supply.
- Fill your automobile gas tank.
- Have pillows and blankets in the event you decide to evacuate to a public shelter.
- Obtain small bill cash before hand; remember that the ATM machines may not be operating.

- PHASE 2 – HURRICANE WARNING

A HURRICANE WARNING indicates a strong possibility that a severe hurricane may hit our coastal area within 12 to 36 hours. When the “Warning” is issued all occupants of the RCCA should prepare for the potential mandatory evacuation order which could follow for the barrier island. Under this mandatory order before leaving the RCCA please do the following:

- While water is still turned on, draw drinking water for use when you return to the RCCA.
- Fill buckets and the bathtub with water for flushing of toilets. Don’t flush the toilets if there is no electric power in the building.
- Shut off all water to your apartment.
- Turn your refrigerator and freezer to a colder setting. Place ice cubes in a small sealed bag in the freezer. The shape of the ice cubes will alert you to the fact that the refrigerator defrosted. In that event dispose of all food when you return.
- Turn off all non-essential electric breakers.

- Wrap any other valuables that you are leaving behind in plastic bags and secure them in a safe location, such as the interior of a closet or bathroom, even your refrigerator is an option.
- On the kitchen counter, leave a note for anyone who might be looking for you as to where you can be located as well as your cellular telephone number, if you have one. Be sure your cell phone is fully charged.
- Leave your car keys on the kitchen counter in the event your car was left behind and must be removed. Be sure the office has a key to your car in the event of emergency.
- Securely close and lock all shutters, doors and windows.
- Remove all items from the balcony if you do not have wraparound shutters.

- PHASE 3.A – RECOMMENDED EVACUATION

The term RECOMMENDED/VOLUNTARY EVACUATION as used by the authorities means that it is NOT mandatory to evacuate. The term is used when winds are in the area of a minimal hurricane or approaching the speed of about 74 MPH or when no ocean surge is expected. In the event of a recommended/voluntary evacuation the RCCA will not implement the procedures required by a mandatory evacuation.

- PHASE 3. B – MANDATORY EVACUATION

When the MANDATORY EVACUATION ORDER is issued everybody will be in a rush to evacuate. Evacuation routes will probably be jammed; therefore, it is imperative that you evacuate as soon as possible in conformance with the public announcement as issued by the local authorities. If you wait too long the intra-coastal bridges may be barricaded.

A MANDATORY EVACUATION means just that; it is an order or command. The Florida governor is empowered to declare a state of emergency for the protection of life and property. That power is further delegated to the Office of Emergency Management of Broward County. When a mandatory evacuation of the barrier island is ordered, residents as well as employees must comply.

At the RCCA the following procedures will take place under a mandatory evacuation:

- All elevators will be shut down. Elevator cabs will be positioned on upper floors and power will be turned off as recommended by the manufacturer and the authorities.
- The emergency generator will be shut down. The RCCA generator is powered by natural gas and cooled by water. Both supplies could be compromised under a mandatory evacuation.
- There will be no emergency lighting anywhere in the RCCA in the event there is an FP&L power failure.

- There will be no air conditioning throughout the building or the units if there is an FP&L power failure.
- The RCCA fire alarm system will fail if there is an FP&L power failure. Under these circumstances, the fire department will have cause to declare the RCCA building unfit for habitation.
- There will be no police, fire department or ambulance services as all three agencies will evacuate the barrier island. If there are individuals left behind experiencing emergency situations, these agencies will not respond.
- The RCCA building will be closed down and locked.
- There will be no personnel on duty – management, maintenance or security.
- The RCCA will not be held responsible for any person or persons left in the RCCA building. All persons must evacuate.
- Once the hurricane/storm passes, do not rush back to the RCCA since the building may have no electricity or water. Please call the security office for a taped message as to when it is recommended that you return.

Security

- The RCCA security guards are on duty 24 hours a day, 7 days a week, and 365 days a year except during mandatory evacuation, or other states of emergency.
- To enable the security guards to carry out their duties effectively, residents and guests are not to “visit” with the guards on duty. If a unit owner needs to conduct business with the security officer, it must be done expeditiously.
- No unit owner/lessee or resident, with the exception of the manager is to direct, supervise or assert any control over any security personnel.
- For everyone’s security, all owners/lessees and guests must register with security when arriving or departing the RCCA. This is especially important for unit owners who do not live at the RCCA year round.
- For the security of all occupants all doors and gates leading into the building or common areas must be kept closed and locked at all times, therefore, please be sure when entering and leaving the building that the doors are secured behind you. Defeating the security mechanism i.e. leaving any door unlocked or open, is against association policy and compromises our security system.
- Our security personnel are here to protect you and your property and should not be criticized for challenging any unknown person.
- Guards are not permitted to accept or hold unit owner’s keys.
- The security guards will receive all incoming parcels from carriers. The residents will be advised to pick up the parcels from security within 24 hours, as our space for storing parcels is limited.
- The management or the Board of Directors are not responsible for any unit owner/lessee packages, etc. left with the security office for longer than 24 hours.
- If items are not picked up within 24 hours, they may be returned.
- Security will not accept any certified or registered mail.
- Owners/lessees, or authorized occupants of units should not request that security guards unnecessarily leave their post. In case of emergencies, the security office will contact

911. Residents should immediately report anything that appears to be out of order or any action or disturbance of a suspicious nature to the security office.

- Soliciting is not permitted on the premises and should be stopped and reported to security at once.
- On the RCCA pool deck by the water fountain there is an emergency phone dedicated to 911 emergencies. Press the button once and you will be automatically connected to 911 emergency personnel.
- Please also note that there are six emergency call boxes that are connected directly with the security office. These call boxes are located throughout the RCCA.
 - The first call box is located in the basement by the main elevators
 - The second call box is located in the garage by the west door to the main elevators
 - The third is located in the garage by the north service entrance doors
 - The fourth is located by the water fountain on the pool deck
 - The fifth is located by the south door entering the main floor atrium
 - The sixth is located by the north service doors by the outside parking lot
- Please use these call boxes to contact the security office to report non emergency maintenance issues or if you have security questions.
- In case of an emergency dial 911 directly via your own phone.
- Please do not open your doors for strangers. Contact security immediately if you are suspicious.
- Please do not hold outside doors open for people you do not know. Suggest to the person trying to enter the building to check in with security first.

Unit Keys

- All unit owners must leave a key for their unit with the RCCA office for emergency entry into the unit.
- In case of any emergency originating in or threatening any private unit, the Board of Directors of the association, or any other person authorized by it, has the right to enter the unit for the purpose of remedying or abating the cause of an emergency.
- The same right of entry exists for the purpose of performing any maintenance, alteration or repair to any portion of the common property, except that in this instance, such entry will be made only at reasonable times and with reasonable advance notice.
- In an emergency, management will enter the unit to correct the emergency. There is no exception to this rule.
- If a unit owner/lessee does not provide a key to the office and there is an emergency, management has the unquestionable authority to enter the unit. All expenses and damages, should the entrance door to the unit have to be removed or torn down because the office does not have the unit's key, will be the full responsibility of the unit owner/lessee.
- The Board of Directors and/or management will not release keys for the purpose of providing access to realtors, maids, contractors, guests, visitors, etc. as this is not considered an emergency. Owners/lessees are to provide a key directly to the person they wish to have access to their unit. The manager or the Board of Directors do not have access to the private unit key box held in the RCCA main office after working hours.

Section III—How Do I ...?

Close Down My Unit if I Am Away

- Lock all windows and doors.
- Close all window shutters.
- Set air conditioner at 78 degrees and your humidistat at 65 degrees.
- Open all closet doors to air out the closet and prevent any potential mold and mildew from developing.
- Leave electricity on.
- To turn off the water, please turn off the main supply valve in your utility closet.
- **Please note that this does not apply to your air conditioning supply valve.**
- Check battery in flood buster.
- Keys to any vehicle left on the grounds must be left in the office.
- Please designate a friend to make periodic checks of your unit in order for you to be contacted in case of an emergency.
- To avoid insect infestation when closing the unit, please be sure to discard all perishables.

Please see the unit closing spreadsheet checklist on the next page.

Inspect and/or Copy Association Records

The records available for inspection and copying are defined as those records designated by the Florida Condominium Act as the Official Records of the Association, to the extent that the Association is required to maintain such records. No records other than these are available for inspection or copying.

- PERSONS ENTITLED TO INSPECT OR COPY RECORDS
 - Unit owner
 - Unit owner's authorized representative, possessing a written authorization from the owner
 - One unit owner or authorized representative at a time
- INSPECTION AND COPYING
 - Written request is to be made to the manager
 - Identify records requested including specific dates
 - Only one request every thirty days
 - Limit of three records per request, once within a twelve month period
 - Limit of four hours per record up to eight hours in a thirty day period

- Records are to be inspected in the RCCA office or other area designated by the manager
 - Records are not to be marked or altered in any way
 - Records newer than ten days old will not be available
 - Inspections may take place only during normal office business hours, 8:00 AM to 12:00 Noon, and 12:30 PM to 4:00 PM
 - Identify those records needing to be copied and inform the manager
 - A charge will be imposed for copying and mailing of records
- MANNER OF INSPECTION
 - No written request for inspection or copying is to be made solely to harass another unit owner or resident, the Association, or any Association officer, director, employee or agent.
 - All persons inspecting or requesting copies of records are to conduct themselves in a courteous manner, and are not to interfere with the normal operation of the Association's office and the duties of its personnel, or the operation of the office where the records are being inspected or copied and the duties of their personnel. The Association, or the office of the location where the records are being inspected, will assign at least one staff person to assist in the inspection of the records, and all requests for assistance and copies during the inspection are to be directed to that person.
 - The Association will maintain a log sheet to include: (i) the date a written request for inspection or copying of records is received, (ii) from whom the written request was received, (iii) what records are requested to be inspected or copied, (iv) the date the person requesting inspection or copying was notified of the availability of the records for inspection or copying, (v) the date the person requesting inspection or copying actually inspected or received copies of the records, (vi) and a place for the person requesting inspection or copying to sign, acknowledging the records were inspected or copies were received. Every person permitted to inspect or copy records is to sign the log sheet prior to inspection and prior to taking delivery of the copies.
 - A unit owner or representative may not bring a witness while inspecting the books and records of the Association.

ENFORCEMENT OF INSPECTION AND COPYING RULES

- Any violation of these rules will be cause for the Association to suspend the document inspection or copying until such time as the violator agrees in writing to comply, in which event the inspection or copying will resume on the next working day after receipt of the written agreement, at a time designated by the Association.
- Requests for inspection and copying not complying with the foregoing rules will not be honored, but the Association will mail or hand-deliver a written response to the person requesting inspection and/or copying within two working days after receipt of a non-complying request and will indicate how the request fails to comply.

- The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with these rules.
- Nothing in these rules shall be construed as a limitation or restriction upon any of the Association's rights.
- When inspecting RCCA records please bring with you the following materials if necessary: A pen and or pencil, a notepad and a calculator. One table will be set up for the record reviewer. A second table will be set up for the record reviewer's personal belongings in order to avoid confusion or RCCA official records commingling with personal records.

Learn About Social Events

The Entertainment Committee conducts a number of activities in season such as bingo, card games, exercise classes, etc. Please check the bulletin board by the first floor service elevator for information about events, or check in the office for more information.

Move In or Out of the Building

- Any owner/lessee moving in or out of the RCCA building must notify the RCCA manager 48 hours in advance in order to reserve the service elevator.
- Any owner/lessee having furniture, carpet, appliances, etc. delivered requiring the use of the service elevator must notify the RCCA manager 48 hours in advance.
- The moving in or out of the RCCA building must take place between 8:00 A.M. to 4:00 P.M. Monday through Friday.
- Moving is not permitted on Saturdays, Sundays, or holidays.
- Please note that if there is any damage created by the moving, delivery, etc. the damage will be the unit owner/lessee's full responsibility to repair and cover all costs.
- Valet and shopping carts may be used to assist with your move. Please refer to **Shopping Carts/Valet Carts** (on page 14) for information concerning using and returning these items.

Obtain Approval for Domestic Service (Live in)

- A live-in companion or helper of a unit owner/lessee must be interviewed and approved by the RCCA Screening Committee prior to taking up residence. Copies of all references as furnished to the owner/lessee are to be made available to the Screening Committee at least 14 days prior to the interview. Upon completion of the interview the Screening Committee will turn over the reference material to the Association for their files.
- There is a \$100 screening fee for processing.
- A live-in companion or helper is not permitted to have an overnight guest or guests.
- The unit owner must make parking arrangements for the live-in companion. The owner may rent a parking space from another owner or have this individual park in the owner's parking space.
- Please note that parking at the RCCA is limited and that we cannot accommodate parking for live-in help.

- Any domestic help must check in with security and if an owner/lessee is not in residence a written authorization from the owner/lessee permitting the domestic help to enter the unit must be sent to RCCA Manager. If there is no authorization from the unit owner/lessee on file, the RCCA manager will not permit the individual to enter the unit.

Pay My Maintenance or Assessment Fees

- The easiest way to pay your monthly maintenance fee is through an automatic electronic payment from your bank to the bank handling the RCCA maintenance account. Please see the manager for current information on how to do this.
 - Payment of monthly maintenance fees should be hand delivered or mailed to the main office, 2000 S. Ocean Blvd. Lauderdale by the Sea, FL 33062. Payments must be made in the form of checks or money orders made payable to: ROYAL COAST CONDOMINIUM ASSOCIATION, INC.
 - Maintenance payments are due on the first day of each month with a grace period to the 10th of the month. If the monthly payment has not arrived by the 10th of the month, the current late charge fee of \$25 will be automatically posted to the unit owner's account with a 10% interest charge for as long as the payment is not made.
 - Payments of monthly maintenance fees may be made monthly or may be pre-paid.
 - If fees are late 30 days, the matter will be referred to our attorney for collection. Associated fees will be the responsibility of the unit owner.
 - The burden of proof of payment is the responsibility of the unit owner.
-
- Assessment fees are periodically applied to all unit owners' responsibilities in order to perform needed capital improvements (new elevators, garage renovations, etc.)
 - Please note that according to the RCCA By-Laws the special assessment payments do not have a grace period.
 - Special assessment fees are to be paid on the first day of the month or be prepaid. A \$25 penalty is imposed for late payment
 - If the payment has not been received by the end of the month in which it was due, the matter will be turned over to our attorney for collection. Associated fees will be the responsibility of the unit owner.

Reserve the Social Room for a Private Party

- The social room is located on the first floor in the lobby area and is for use for events and gatherings.
- Please be advised that if you wish to reserve the social room for a private event, you must make a formal request by filling out a reservation form from the RCCA office fourteen days in advance.
- A refundable reservation fee of \$200 will be required to reserve the social room. Please issue one check for this amount.
- The RCCA staff will not take care of the cleanup of the social room and/or kitchen.

- Please note that if these areas have incurred any damage, the \$200 reservation fee will be used to make repairs. If the damage is in excess of \$200, the unit owner/lessee will be responsible for any additional costs.
- Please submit an event guest list to the RCCA manager three days prior to the event.
- Reservations will be accepted for only one specific date and be for a maximum number of fifty people. (Fire Dept. Regulations)
- No deposit will be required for those functions that are being run and managed by the RCCA Entertainment Committee.
- Please note that the RCCA Entertainment Committee has reservation priority for any RCCA event. Any reservation conflicts must be discussed with the manager.
- When planning a private party, which will include guests who are not residents of RCCA, please keep in mind that the maximum number of guest parking spaces that will be offered to the guests is five if available. Please note that if additional parking is required the unit owner/lessee must make other arrangements.
- All persons attending a private party, other than an owner/lessee, for which the social room has been reserved, are restricted to the social room and rest rooms.
- Please note that no private parties may be held on any day that the RCCA has scheduled a function or affair.

Sell or Rent My Unit

Selling:

- Notify the office of intent. Secure an application form and a copy of the Rules and Regulations for the prospective purchaser from the office.
- Each application must be filled in completely, including street numbers and bank account numbers, and returned to the office with a check for \$100 for processing.
- When the necessary papers are in the office, including three written character references, an appointment will be scheduled by the office with the Screening Committee and the prospective purchaser. All affected parties must appear before this committee, at which time they shall attest in writing that they fully understand all the Rules and Regulations.
- When the processing and interview is completed the prospective purchaser will be notified of the decision by the Board of Directors.
- The Screening Committee will not be required to act upon an application for resale that is in conflict with the Declaration of Condominium, By-Laws, or Rules and Regulations.
- A copy of the closing statement, deed, as certified by court records, and recorded Certificate of Approval in the sale of an apartment are required for the Association records. Your copy of the Rules, Regulations & Policies is to be given to the new owner.
- A copy of the recorded warranty deed must be turned into the office before one has the right to vote.
- Only one designated voter per unit is permitted.
- A Certificate of Approval will be issued by the Board of Directors, at such time as the purchase documents have been completed by the buyer. (Notary seal required).
- Owners are responsible for the actions of their guests and tenants.
- Occupancy limits are as follows: 1 bedroom - 4 persons; 2 bedrooms - 6 persons

- The sale of units to persons, associations, or other groups, incorporated or unincorporated, for business speculation or other similar purposes, is prohibited.
- A buyer is permitted to lease only after one year from the date of purchase.
- Assessments will be levied periodically when needed.

Renting:

- Notify the office of intent. Secure an application form and a copy of the Rules and Regulations for the prospective tenant from the office.
- Each application must be filled in completely, including street numbers and bank account numbers, and returned to the office with a check for \$100 for processing.
- When all necessary papers are in the office, including three written character references, an appointment will be scheduled by the office with the Screening Committee and the prospective lessee. All affected parties must appear before this Committee, at which time they shall attest in writing that they fully understand all the Rules and Regulations.
- When the processing and interview are completed the prospective lessee will be notified of the decision by the Board of Directors.
- The Screening Committee is not required to act upon an application for lease that is in conflict with the Declaration of Condominium, or By-Laws, or Rules and Regulations.
- A copy of the lease agreement is required for the Association's records.
- A Certificate of Approval will be issued by the Board of Directors for lease applications, with the reservation of termination upon notice to the owner of the apartment if the lessee refuses to abide by the Rules and Regulations.
- Lessees are not granted the privilege of sub-leasing, and are not permitted overnight guests while the lessee is not in residence.
- Owners and lessees are fully responsible for damages in all the common areas.
- All owners leasing apartments relinquish their rights of occupancy and the use of the building facilities for the duration of the lease.
- Only four persons may occupy a leased apartment at any time. This number includes lessees, children and babies.
- The leasing of units to persons, associations or other groups, incorporated or unincorporated is prohibited.
- All leases are to be for a period of no less than 90 consecutive days. An owner may lease his/her apartment only once in any twelve month period

Section IV—Pool and Deck Area

Access

- If you are dressed in beach or swimming attire, with or without associated equipment or bags with you, please use the service elevator when going to the pool deck or beach area. You may access these locations from the first floor level by making a series of right turns as you exit the service elevator. Please do not walk through the lobby. Exit the building at the pool deck door.
- There are three other access gates to the pool deck or beach area as detailed in Section II—Safety and Security. You will need your Medco key to get in or out of these gates.
- Please be sure that all gates close and lock after you. Do not leave the gates ajar to accommodate others. Remember—security and convenience never go hand in hand. You can have one or the other. Security, for the safety of all, must prevail.
- Do not hold the gates open for anyone you do not know.

Barbecuing Area

- Gas grills are available for use by all owners/lessees and are located in the north east corner of the pool deck.
- They are available on a first come, first served basis.
- Utensils may be obtained from the social room kitchen. Please see the manager for details.
- Please be considerate if other guests are waiting to use the grills. Share, if at all possible.
- Please do not leave any residue or debris behind after you are finished cooking. Allow grills to burn on high for at least ten minutes with the lid down after you are finished to allow residues to burn off.
- Remove all of your personal items when finished (platters, spices, etc.) and be sure no garbage has blown onto the pool deck.
- Return all borrowed utensils to the social room kitchen when you are finished.

Picnic Areas

- Picnic areas are located just west of the swimming pool and are available for the use of all on a first come first served basis.
- Eating and drinking are permitted only in these locations.
- Please be sure to clean up after you are finished here and dispose of all debris and personal items. Push chairs back under tables as a courtesy to others.

Pool Use

The swimming pool is the heart of the RCCA deck area. It is kept in pristine condition by our maintenance staff and a great deal of effort. It is large, beautiful and deep. Caution must be exercised at all times to insure a safe and enjoyable experience.

To that end, a number of rules and safe practices must be followed at all times. A posting of pool use rules “For Everyone’s’ Enjoyment” is located on the south side of the pool. This information is further detailed below:

- Pool hours are from dawn to dusk.
- There is no lifeguard on duty. Please use the pool at your own risk.
- The association is not responsible for accidents on the pool deck or on any RCCA common areas.
- All bathers must shower before entering the pool to assure the removal of lotions, creams, oils and bacteria.
- Appropriate swimwear is required in the pool. No jeans or cutoffs are permitted in the pool.
- Please note that the security personnel are authorized and have explicit duty to enforce the RCCA Rules and Regulations by the pool, the deck areas and the RCCA building and to contact the LBTS Sheriff’s Office if required if these rules and regulations are not being followed.
- Please note that children who are not completely toilet trained must wear the appropriate waterproof swimwear, such as “Swimmies” while in the pool.
- If an individual using the RCCA pool knowingly disregards the children’s waterproof swimwear requirement or an adult with medical problems soils the pool, the entire cost to clean and decontaminate the pool will be the responsibility of the unit owner/lessee.
- Children under 12 years old are permitted in the pool only when accompanied by a parent or guardian.
- Sand and tar from the beach must be removed from feet and footwear before entering the pool area. Please use the tar removal liquid, to remove the tar, located by the water hose at the entrance to the pool deck from the beach.
- Please place a towel on the lounge chairs to protect them from sun tan lotion damage.
- Before you leave the swimming pool, please be sure that the rope is placed across the pool. The RCCA is subject to a fine imposed by the health department if this rope is not in place.
- Please note that no horseplay, wrestling, ball playing, throwing of objects, diving or jumping into the pool is allowed.
- Please note that no balls, toys, floats, rafts or underwater gear are permitted in the pool. Goggles and life saving aids attached to the swimmer’s body and small floatation devices such as noodles and small exercise equipment are permitted.
- Please be courteous to your neighbors. Radios and musical instruments of any kind are not permitted to be openly played. Please use headsets to listen to your music.

- Please note that the lounges and chairs are for the use of all owners/lessees. No one may “reserve” a lounge or chair by placing a towel on it and then leaving the deck area.
- Please note that deck furniture may not be taken to the beach.
- Please do not drag the deck furniture. Chairs must be carried.
- Tables are fixed and may not be moved or rearranged to accommodate larger parties.
- Please clean the tables after each use.
- Glass bottles, glasses, food or canned beverages are not allowed around the perimeter of the pool with the exception of a plastic water bottle.

Shuffle Board

- The Shuffleboard court is located on the pool deck on the south side of the building. Equipment may be secured from the security guard and is to be returned upon completion of the game.
- In order to reserve any equipment, you must submit a driver’s license or any other type of legal ID to the security.
- Please do not drink beverages or eat food while using the shuffleboard court. Please eat in the designated picnic areas only.

Section V—Compliance

The Compliance Process

In any configuration of communal living, such as a condominium, rules must be followed to ensure that all residents have a pleasant, enjoyable experience. They are not made lightly, and they are not intended to be onerous. Rules violated with impunity, however, lead to a degradation of the communal living experience and can cause friction among residents.

Frequently, rules are violated because of a lack of familiarity with them, and that is why this guide has been created. It is expected, therefore, that a simple reminder, by the manager or security, to an individual who is violating a rule should be sufficient to correct the matter. As owners/lessees or guests in the RCCA, we do not have the right to pick and choose which rules we want to follow and which ones may be ignored. All of the rules need to be followed. This is the most basic tenet of condominium living.

On rare occasions, specific steps beyond a gentle reminder need to be taken by management to achieve compliance with a rule or rules that certain individuals repeatedly fail to observe. This process is specifically detailed in chapter 718 of the Florida Statutes and is quoted below.

Section 718.303 Florida Statutes

FINING (Section 718.303, Florida Statutes): This section has also been amended so as to allow the Association to levy reasonable fines for the failure of any unit owner, or any occupant, licensee or invitee of a unit, to comply with any provision of the governing declaration of condominium, or the Association's bylaws or reasonable rules, regardless of whether or not the governing declaration of condominium or bylaws provide for such a remedy. Of course, the statutory provisions governing the amount of any such fine (i.e., not to exceed \$100 per violation per day, and \$1,000 in the aggregate), and the "due process" notice and hearing requirements, are still applicable. In fact, the statute has now been changed to expressly require the Association to give at least fourteen (14) days' written notice and an opportunity for a hearing prior to the imposition of any such fine. Moreover, all such requirements are now applicable to both occupied and unoccupied units alike. However, the Legislature has now made it clear that the foregoing notice and hearing requirements do not apply to the imposition of fines against a unit owner or a unit's occupant, licensee or invitee because of the failure to pay any amounts due to the Association; provided, however, that any such fine must be imposed at a properly noticed meeting of the Association's Board of Directors, and, after the imposition thereof, the Association must provide the unit owner (and, if applicable, the unit's occupant, licensee or invitee) with notice of said fine by mail or hand delivery.

Pursuant to this aspect of the Florida 718 statute, the RCCA will take the following steps to achieve compliance with our rules:

- **Step 1**—A form letter will be given to the offending owner/lessee detailing the specific infraction, stating the exact rule violated and the page number on which this rule can be found in the RCCA Rules, Regulations and Policies book. A sample of this form follows. The offending party will be given five (5) business days to respond to this communication by completing the bottom section of the form stating what actions will be taken to prevent this from happening in the future. The form is to be signed and returned to the office within this five (5) day period where it will be kept on file.
- **Step 2**—Repeat violation of the same infraction within a one (1) year period will set in motion the fining provision of the statute. The offending party will be officially notified in person or by certified mail of a repeat infraction. A sample of this form also follows. The party may now be assessed a fine, pending a hearing by the RCCA Rules Fining Committee consisting of three non-Board members. The offending party will be given fourteen (14) days notice of such hearing at which time the facts and documentation of the offense will be presented, including a copy of the Step 1 letter in which the owner/lessee was advised that any repeat of said violation could result in financial penalty. Offending party may present any explanations or mitigating circumstances at this time.
- **Step 3**—The RCCA Rules Compliance Committee will propose a decision and present their recommendations to the Board for final resolution. The case will either be approved for a fine for the length of time it takes the owner/lessee to correct the violation, or it will be dismissed.
- **Step 4**—If a fine has been assessed and has not been paid the Association reserves the right to take legal action to recover any outstanding amounts.

**Royal Coast Condominium Association
2000 South Ocean Boulevard
Lauderdale By The Sea, FL 33062**

Notice of Rules Violation—Step 1

Name _____ Location: Unit _____ Other _____

Date _____ Time _____

At the above indicated time and location, the following rule violation was identified:

Information regarding this rule may be found on page _____ of the RCCA Rules, Regulations and Policies of 2011.

An immediate correction of this condition/violation is required on your part to prevent further action which may result in financial penalty assessed against you.

Please return this notice to the manager within five (5) days of the above date to prevent further action. Complete the section below to indicate the corrective action you will be taking to remedy this violation and sign at the bottom.

Signature (unit owner) _____ Date _____

**Royal Coast Condominium Association
2000 South Ocean Boulevard
Lauderdale By The Sea, FL 33062**

Notice of Fining Hearing—Step 2

Date _____

Name
2000 S. Ocean Blvd. Unit _____
Lauderdale By The Sea, FL 33062

Dear _____

This is a notice of hearing for fining due to a rule violation. This is a hearing for _____

_____ which is in violation of the rule that states _____, a copy of which is attached.

You received a prior written notice by certified mail, sent to you on _____ and received by you on _____.

You will have an opportunity to be heard and to address the Fining Committee on _____ at _____ PM in the Social Room.

Please know that in accordance with statute 718.303, you can be fined \$100 per day up to \$1000 for this violation.

Sincerely,

Merie Mangan
Property Manager

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