

Hawthorne East

Rules and Regulations

Introduction:

These rules and regulations are designed to make living in our cooperative pleasant and comfortable. In living together, each of us has certain obligations to the other owners.

These Rules and Regulations we impose upon ourselves are for our mutual benefit. Objectionable behavior is unacceptable even if it is not mentioned in the Rules and Regulations.

It is the responsibility of the unit owners to inform their guests and/or tenants of these rules and regulations especially in respect to the supervision of children and the adherence to the no-pet policy.

The following Rules & Regulations do not supersede the ruling documents of Hawthorne East, but rather are meant to reinforce the ruling documents.

- 1) Articles of Incorporation
- 2) By-Laws of Hawthorne East Inc.
- 3) Proprietary Leases.

1. SECURITY AND EMERGENCIES

In order to ensure the safety of each unit and those contents within Hawthorne East, the Board of Directors recommends the following procedures:

LOBBY DOORS

There are door holders to keep the doors open for entry with shopping items, delivery items or moving in or out. When moving

items in/out are completed, be sure to close the door to the normal closed/locked position. This will secure the lobby area.

1. For the protection of everyone living at Hawthorne East, the Board of Directors requests the cooperation of all owners, guests/tenants on entering or leaving the building, always check to be sure that the outer doors are securely closed and locked. There have been instances when an outer door has been left unlocked due to failure of the door closure or the door lock itself. In addition there, have been times where the door hook latch was left hooked thus holding the door open. Not only is this a safety problem, it also causes the A/C unit to run more than necessary. If such conditions are found, please notify a board member immediately of such condition.

2. When answering your telephone for a call from the Lobby Door Access phone in the vestibule, be sure you identify the caller before granting access to the lobby door.

3. Each owner must leave a key to their unit with Hawthorne East. This key is to be used in case of an emergency such as fire, burglary, plumbing problems, and access for the semi-monthly bug spray. In the case of an emergency, the unit owner will be contacted as to problems encountered during the emergency. It must be recognized that time may not permit the reaching of a unit owner to avert or repair some emergency situations.

4. The key holder will have another person accompany him when entering an unoccupied unit during an emergency.

5. If any suspicious conditions are observed outside or within unit, under no circumstances should you enter the unit. CALL 911 to contact the police department immediately.

6. Each unit must have a smoke detector alarm installed and in proper working condition.

There are a great number of possible hazardous situations in any arrangement. Unless the owner/tenant fully understands and agrees with these recommendations then, and only then, can we be reasonably sure that all units will have available safeguards.

Owners must understand that no one is bonded, and that no one can assume full responsibility for any resultant damage to a unit. Should an owner/tenant choose not to follow the above recommendations, the owner/tenant assumes full responsibility for any resultant damage to the owner/tenant unit.

EXTERIOR OF BUILDING

2. GRILLS

The use of charcoal grills of any kind is prohibited on the balconies, catwalks, parking area and grounds of Hawthorne East in general.

3. HURRICANE PROTECTION

Hurricane windows have been installed in all units, and doors to the lobby have been changed to hurricane doors.

4. ROOF ACCESS

Access to the roof is restricted to air conditioner repairs. The owner must admit their repairman to the roof when necessary - then monitor the work. Repairmen should be monitored at all times when working on the roof for safety reasons. Ensure all materials associated with the repair have been removed, and the door is securely closed when the work is completed.

5. DISH satellite TV is not permitted.

6. WALKWAYS

1. Please use small doormats only outside your door.
2. Do not leave anything outside your door that will obstruct the walkway.
3. There is no smoking allowed on the catwalk or any public area.
4. Do not hang items such as towels, rugs, bathing suits, etc., on railing of walkways or balconies.
5. Do not use walkways or balconies for storage of beach chairs, ash trays or miscellaneous items.

7. INTERIOR OF BUILDING ATTIRE

1. Shirts or covering and footwear must be worn inside the building.
2. Wet bathing suits dripping water are not allowed in the lobby, lounge area, or in the elevator.
3. If water gets on the elevator floor or lobby please wipe dry to avoid risk of accidental falls.

8. NOISE

Residents and guests/tenants are requested to refrain from making unnecessary noise in your unit or public areas I.e. catwalks, parking lot and lobby after 10:00 pm.

9. ELEVATOR

Prior to using the elevator for using large items such as furniture, remodeling materials or any other large bulky items; wall protection pads and floor mats for the elevator are to be installed. Pads and floor mats can be found in closet in the lobby.

1. Children shall not be permitted to play in the elevator by running the elevator up and down.
2. It is recommended that children under 10 years of age using the elevator be accompanied by an adult for safety reasons.
3. If you have a malfunction while using the elevator, there is an emergency phone available when pressed, it is a direct line to Sentry Security, which monitors the system 24/7 for emergency assistance.
4. There is no smoking allowed in the elevator.

10. PETS

According to the By-Laws of Hawthorne East, Inc. Article XII Section 4 “no 4-legged pets of any kind are allowed.” This applies to all owners and renters and guests.

11. LAUNDRY AREAS

1. After either washing or drying - and the machines have completed their cycle - laundry should be removed as soon as possible, thus making the machines available for others.

2. After completing your use of the machines, please remember to do the following: clean the lint filter for the dryer inside the dryer and wipe off the tops of the machines to remove any spilled liquids.

3. Leave the area clean for the next person.

4. If problems are encountered with any of the machines, please call the number found on the machines.

5. The card dispenser/refill used in the washers and dryers can be found on the 4th floor in the storage area.

12. KITCHEN

1. Please do not dispose of grease down your kitchen sink drain. Water and grease do not mix, thus the grease can cause blockages to occur in our drain pipe.

2. Do not put fibrous or starchy items in the disposal. Both can cause particularly stubborn drain blockages to occur.

3. Please continue running water for a period of time after using the disposal to flush the pipes of waste.

13. BATHROOM

1. Do not flush the following items down the toilet: facial tissues, Pampers or such, sanitary pads, cigarette butts or paper towels. These items do not disintegrate and have been found to clog our drain pipes.

GROUNDS

14. POOL AND POOL DECK AREA

1. Owners, guests, tenants, or tenants' guests use the pool and pool deck area at their own risk. Hawthorne East is not responsible for accidents or injury. Please read the signs posted on the entry door of the pool for more information.
2. All children under the age of 14 must be supervised by an adult.
3. Running around the pool or diving into the pool is not allowed.
4. No glass material such as bottles or glasses are allowed in the pool area.
5. If using suntan lotion or oil, please cover chair or lounge chair with a towel before using either.
6. Do not tamper with any of the pool equipment:(pool heater, pool pump and filter) or enter the pool-pump housing area. If a problem is detected, report it to a board member.
7. Pool is available from 9:00 am to 9:00 pm.

15. REAR PARKING LOT AND DRIVEWAYS

1. The owners of vehicles using the rear parking are requested to drive slowly at all times when either entering or exiting the areas.

2. The owners of vehicles using the rear parking are requested to observe the one-way traffic flow (North and South) through the rear parking area, unless the driveway is obstructed due to vendors, deliveries or pool maintenance.

3. Owners, guests, and tenants with small children are advised to keep them out of the driveways and not allow them to play in the rear parking area.

4. This request is made for safety reasons with cars backing out, driving in and service trucks coming through periodically.

16. TIMING DEVICES

There are various automatic timers that control our catwalk lighting , emergency lighting, lobby lighting, pool heater, and pool lighting. These timers are controlled by the management of Hawthorne East and are not to be tampered with at any time. Any suggestions or complaints should be referred to them.

GENERAL

17. PROPER DISPOSAL OF GARBAGE

Please bag and tie your garbage whenever disposing of it down the garbage chute. If your bags are too large for the door to the chute, please take them to the dumpster room located outside on the ground floor (see the combination to the lock posted on lobby board)

Please capture all newspaper in the wrapper it came in or in a plastic bag before disposing of newspaper down the garbage chute. This is necessary because loose newspaper can blow out of the dumpster during the waste pickup and end up flying around the parking lot.

All cardboard boxes are to be flattened before being placed in the dumpster. All flattened cardboard must be taken to the dumpster room located outside on the ground floor. This is required to prevent boxes from taking up space in the dumpster. Do not try to push flattened cardboard material down the garbage chute; the same is true for large pizza boxes. Both will jam the chute causing garbage bags to backup in the chute.

The dumpster is for the removal of garbage from the units of Hawthorne East only. It should not be used as a disposal for remodeling projects.

It is the responsibility of the owner and the contractor to remove any waste construction materials. Your help in both of these matters will greatly help in the proper use of the space in our dumpster and keeping Hawthorne East clean.

18. LOBBY DOOR ACCESS SYSTEM

The lobby door-access system used here at Hawthorne East is activated through the telephone and a call code number of each unit. When a unit is sold, it's the responsibility of the new owner to activate this system. This can be accomplished by contacting a board member who will make the change.

Owner:

Using the system

1. You will be given a call-code number by management when they activate the lobby door-access system for you.
2. This call code number will be added to the owners list posted by the access phone in the vestibule of the building.

3. Those seeking you will dial your call-code number causing your telephone to ring. You will then talk to the person in the vestibule using your telephone. This code can be connected to a lifeline or cell phone.

4. If you wish to allow this person access to the lobby, you must push the number 6 on your telephone key pad. Then hang up the phone.

5. To deny access, simply hang up the phone.

19. GUEST AND PARKING

A guest is defined as any person visiting and staying overnight or longer. This includes:

Immediate family members
Relatives
Friends

Parking can be a problem at the Hawthorne East. Each unit is given one (1) parking space. Spaces numbered thirty (30) and above are used for guest parking. If your guest is staying overnight or longer, please have them fill out the parking slip, found in the lobby on the consul, and place it on the dashboard of their car.

Cars that are not registered with Hawthorne East are subject to being towed from the property at the owner's expense.

20. WHAT IS A GUEST?

This definition applies to the approved owner and approved renters:

Immediate family members
Relatives

Friends

A) Anyone visiting an approved owner who is here at the time and is staying overnight or for a number of days.

B) Anyone visiting when the approved owner is not here at the time and is staying overnight or for a number of days. The owner should make the Board aware of this situation.

C) Anyone visiting when the approved renter is here is staying overnight or for a number of days. **If the approved renter is not here , at no time can they have visitors staying in their unit.**

The permitted length of a stay for a guest is 10 days per month for both owners and renters.

21. SMOKING

There is no smoking on the catwalk, in the elevator or in the lobby or any common areas. Please do not discard your used cigarette on the catwalk, the parking lot or other areas belonging to Hawthorne East.

22. PREPARING YOUR APARTMENT FOR SEASONAL VACANCY AND LONG TERM VACANCY .

1). Remove all furniture and decorations from the terrace. The terrace must be clean of everything. If you have storm shutters please make sure that they are drawn. The furniture can remain if you have storm shutters.

2). Remove **all** articles from the catwalk and store in your apartment.

3). Shut off water supply going to your apartment. If for some reason you have a plumbing issue, this will prevent damages to other apartments. **This is “required” for Unit absences of one or more weeks. (Your water main shut off is located in your unit’s water heater closet.)**

3). It is the responsibility of the unit owner to keep their air conditioner drain line clear. Air conditioner condensation creates a slime-like residue that clumps and clogs drain lines not only in your unit, but in main A/C drain lines throughout the building. This can cause a backup in your apartment or in your neighbors' units below. One cup of bleach or an A/C line-cleaning product per month poured into the drain line usually does the trick. If you are unable to perform this task on your own, there are companies that you can hire to do it for you.

23. RENTERS

- Must follow all requirements set forth in the Hawthorne East By- Laws , Proprietary Lease and the Rules and Regulations.
- May use all of the facilities available to the unit owner you are renting from.
- Hawthorne East policy does not permit those renting a unit to sub-lease their rented unit at anytime such as:

a. Loss of one of the original renters

b. To generate income

While renting you will have only one parking space which will be the one assigned to the Hawthorne East unit owner.

If there is more than one person on the lease and they have a car, they must find parking elsewhere. If the second car is found using Hawthorne East parking ,they will be subjected to being towed.

Visitors are only permitted to stay for 10 days per month.

Hawthorne East unit and lobby door keys are not to be duplicated by those renting for distribution to visitors/friends who are not on the lease.

There is a \$500 security deposit fee collected by Hawthorne East. This is in addition to any fees collected by the unit owner. This fee will be returned to you provided there is no damage to Hawthorne East.

Failure on the part of the renter to adhere to the Hawthorne East By-Laws, Proprietary Lease and the Rules and Regulations may lead to termination of said lease.

These rules are designed to make living in our cooperative pleasant and comfortable for everyone. Owners are responsible for their guests/tenants, especially children, in order to avoid annoyance to other people.

24. APARTMENT RENOVATIONS

1) Owners are required to complete an application for construction for work done in their respective unit. This would require a description of the project, and the licensed

contractor/s to name Hawthorne East in his/her liability insurance and to provide workers comp to the building. In addition, we will require a \$1,000 fee that is refundable after the work is finished and proof that no damage has been caused to the building during their project. An application for construction would not include non-evasive projects such as painting and minor repairs.

Applications for construction/remodeling can be retrieved from the Hawthorne East website. Once the application is filled out it can be emailed or mailed to OnCall at:

Office Line: (954) 667-3933 Ext. 100

Direct/Text: (754) 300-6468

Office Fax: (954)-667-3935

Email: ray@oncallmgmt.com

Web: www.oncallmgmt.com

Address:

OnCall

4502 Inverrary Boulevard

Lauderhill, FL 33319

2) No large trucks allowed in the rear of the building. All delivery trucks should remain in front, and merchandise is to be carted to rear entrance. (This will help protect our new pool fence from truck damage exiting the driveway.)

To all unit owners:

Reminder: Please be sure that your address and telephone numbers on the owners contact list are current and correct. This is needed in the event that Hawthorne East Board may need to contact you in your absence to provide information or an emergency.

In the Proprietary Lease and By-Laws

Owners may not sublet their apartment to a sublessee or sublessee without securing the approval of the Board of Directors. Any sublease of an apartment for two (2) months or more must be approved by the Board of Directors and the owner must submit an application for subletting to be furnished to the Board of Directors prior to said sublease becoming effective. Subleases under two months shall not be permitted, A sublease will only be permitted once during any twelve month period.

Date 02/03/2019

Date 09/13/2019. Item 22 added.