



COMMODORE PLAZA

CONDOMINIUM ASSOCIATION INC.



Rules & Regulations

2780 NE 183rd Street, Aventura, Florida 33160

Office: 305-931-5217 Fax: 305-931-5229

TO COMMODORE PLAZA CONDOMINIUM RESIDENTS

Recognizing the complexities of Condominium living, it is reasonable and proper to establish guidelines for permanent residents and their guest to assure an atmosphere of gracious harmonious living. Your cooperation will maintain the quality of our buildings, recreation facilities, and surrounding grounds. Mutual respect and consideration of our neighbors is essential to achieve our mutual goals.

We believe the following Rules and Regulation will not place a hardship on any unit owner, lessee, or their guest and will maintain a "Home" in which we can all reside with pride.

These Rules and Regulations are in conformity with our official Documents and Florida Laws.

We require you to become familiar with said rules and inform your guests of the same and ask them to assist you in protecting your home and property.

Your Board of Directors will welcome suggestions that will improve and assure a high standard of quality and gracious living.

The Board of Directors

As used in this book, the word "Board" refers to the Board of Directors of Commodore Plaza Condominium Association, Inc.

COMMODORE PLAZA CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

TABLE OF CONTENTS

	PAGE
Message from the Board of Directors.....	INTRO
Apartments, Sale or Lease of.....	5
Apartment Units.....	4
Apartments, Use of.....	7
Assessment Payments.....	5
Acceleration of Assessment Installments by Default.....	5
Boat Docks.....	12
Bulletin Boards.....	10
Common Elements.....	9
Complaints and Grievances.....	3
Deliveries and/or Move In and Move Out of Building.....	9
Facilities, Recreations.....	13-18
Billiard Room.....	13
Card Room.....	14
BBQ	14-15
Exercise, Sauna, and Shower Rooms.....	15
Shuffleboard.....	15
Swimming Pools and Adjacent Areas; Used by Children.....	15-16
Tennis Courts.....	16
Facilities, Social.....	17
Auditorium, charges for Use of.....	17
Party Room, charges for Use of.....	17-18
Guests, Number of Sleep-Over Permitted Per Apartment.....	7
Laundry Rooms.....	10
Lobbies.....	11
Management.....	3
Orientation	6
Packages	9
Parking.....	11-12
Pets.....	7
Service Animals	7-8
Storage Rooms, Residents.....	12
Trash Rooms.....	13

Management

Management is under the direct supervision of the Board of Directors. It is the responsibility of Management to see that the buildings and grounds are properly maintained and to enforce the rules and regulations. All complaints and grievances should be directed to Management, in writing, for corrective action. Cooperation by complying with the Rules and Regulations will reduce the cost of maintenance and permit fuller enjoyment of your home.

1. While employees are on duty, no resident shall direct, supervise, or in any manner attempt to assert control over any employee of the Association, nor shall any resident send any employee on personal errands or request services to be performed.
2. Management shall have access to all apartments during reasonable hours for the maintenance, repair and/ or replacement of any common element, or for emergency repairs necessary to prevent damage to the common elements or other apartment units.
3. Residents are **urged** to leave a set of **keys** to their apartment, in secure care, at the Association's office. The keys will be held in a secure lock box. This procedure allows Management the necessary ready access to the affected apartment in an emergency, as outlined in item 2. If a unit owner does not provide a key to the Association office, entry to the unit at the time of emergency will not be possible for the management in times when the resident is absent. Thus, the Management office will not be responsible for any damage caused by the emergency entry to the unit.
4. In an emergency, if Management cannot gain access to the apartment and it becomes necessary to enter forcibly, the cost of any necessitated forced entry shall be borne by the unit owner. All forced access and ancillary cost, which may be high, will be borne by you.

Complaints and Grievances

A Grievance Committee shall be appointed by the President of the Association

1. A complaint against a resident, his family or his guest concerning alleged infractions of any of the rules and regulations and condominium documents by which Commodore Plaza is governed shall be made in writing to the Management office and signed by the complainant. Management shall attempt to resolve the grievance. In case of failure, the problem shall be referred to the Chairman of the Grievance Committee.
2. The Grievance Committee shall require the complainant and the person against whom the complaint is directed to appear before the Grievance Committee for a hearing.
3. After all persons concerned have been interviewed, the Committee shall make known their decision in writing to the party against whom the complaint was directed, and a copy forwarded to the complainant, to the Association President and to Management.
4. The Grievance Committee shall have the authority to impose fines as set forth in article

10.14 of the Declaration of Condominium as amended.

5. Either person or persons involved may appeal, in writing, the decision of the Grievance Committee to the Board of Directors within ten days after date of decision.
6. The board shall review the matter appealed with a view to sustaining the decision, setting it aside, or referring it back to the Grievance Committee for such further action as the Board feels is indicated.
7. In the event the decision is sustained or no appeal is required, the Board, by its Secretary in writing, shall notify both parties involved that the decision must be complied with, within ten (10) days from date, or appropriate action will be taken. The Board shall have the responsibility for any other appropriate action.

Apartment Units

1. Each of the Apartment units shall be occupied only as a private dwelling and may not be used for any other purpose. No apartment unit may be divided or subdivided into smaller units.
2. All doors between apartment and interior hallways shall be kept closed when not used for ingress or egress.
3. Screens or screen doors between apartment units and interior corridors are prohibited.
4. No resident or guest shall play any musical instrument, television, radio, stereo, or the like or cause any other type of noises between the hours of 11:00pm and 9:00am if same shall disturb other occupants.
5. No cooking is permitted on the terrace of the Townhouses or any apartment at any time. Cleaning of brushes, screens, mops, rags and the like is not permitted on terraces and nothing may be draped or hung over the railing or walls extending therefrom.
6. It is imperative that arrangements be made to permit the extermination service employees to enter each apartment to eliminate insects and other household pests. Schedule for dates or service calls is posted on the bulletin boards near the mail boxes. Those not desiring the services of an exterminator must have their apartments available for examination or inspection of vermin, etc., as and when requested by management.
7. Because of the similarity in names of some residents, all mailing instructions must include apartment unit numbers and zip code on all return addresses.
8. It is required that residents remove all movable objects from their terraces, and also remove their window screens when apprised of a possible severe storm or approaching hurricane. These precautions will help to eliminate flying debris which may cause injury to people and/ or damage to property.

Assessment Payments

1. Each apartment owner shall be liable for a proportionate share of the common expenses.
2. Monthly assessment payments are due the first day of each month. Maximum ownership is 2 apartments at onetime.
3. In the event that assessment or special assessment payments remain unpaid fifteen (15) days after due date, a late charge shall be imposed as set by the Board of Directors.
4. The association has a right of lien on each condominium unit for any unpaid assessments or special assessments with interest, costs and reasonable attorney fees incurred by the Association in the collection of the assessment or enforcement of the lien.

Acceleration of Assessment Installments by Default

If a condominium unit owner shall be in default in the payment of an installment upon an assessment, the Board of Directors may accelerate the remaining installments of the assessment upon notice to the condominium unit owner, and then the unpaid balance of the assessment shall be due upon the date stated in the notice.

Sale or Lease of Apartments

Detailed rules with regard to the transfer of an apartment and screening fees are set forth in Article II of the Declaration of Condominium of the Association. Leasing of an apartment shall not release or discharge the unit owner from compliance with any of his obligations and responsibilities as an owner as set forth in the Official Documents and Rules and Regulations of the Association.

These rules are also applicable to any person occupying an apartment as a lessee to the same extent that they are applicable to any unit owner.

1. No unit owner may sell or lease his/ her apartment without the approval of the Association, as set forth in Article 11 of the Declaration of Condominium. Before selling or leasing a unit, the unit owner must notify the management office that the unit is vacant, being listed and that realtors shall have access to show the unit during hours of operation , 9:00 am to 7:00 pm Monday through Saturday, No showings on Sunday.
2. All potential purchaser(s) and/ or tenant(s) must first complete an Association pre- purchase/ lease screening. The potential purchaser, tenant and realtor (if applicable) must be in attendance for the screening. There will be an application fee set forth by the Board of Directors not to exceed \$100.00 for **all** applications. Additionally there will be a processing fee set forth by the Board of Directors not to exceed \$100.00 as well as a background check fee, per resident/ tenant over the age of 18 years of age in which may reside in the unit, for all applicant(s) foreign or domestic. If the applicant(s) is/ are from a foreign country the amount will vary depending on the foreign country background check fees. These fees must be paid in total, in the form of a money order, to the Management office at the time the application is submitted. No application will be processed until all required paperwork is submitted completed with all applicable fees.
3. There shall be **no leasing** of any unit during the **first year of its ownership** by any person, firm or

entity, save and except in those instances where ownership of same has been acquired by devise or inheritance.

4. No Lease of any unit shall be made for any period of less than four (4) consecutive months duration, and further, that no unit shall be permitted to be rented more than one time during any twenty-four (24) month or longer lease period. No unit owner may lease his apartment if the unit is under contract of sale.
5. It is further expressly stated that in the event a unit owner has leased out his/ her apartment for a period of 4 months or 2 years or longer leased period and thereafter, but during the term of said lease, the apartment is sold to a third party, such third party cannot re-rent the apartment at the end of the aforesaid lease until a full year has elapsed. This rule makes certain all buyers of apartments are on an equal basis with regard to rentals, as contemplated in the provisions set forth in our documents.
6. In the event an owner of a leased apartment becomes delinquent in payment of monthly and/ or special assessments; the Association may collect rent from the tenant and credit the owner's account for such delinquency. An agreement to this effect must be signed before Consent of Rental is issued.
7. No rooms may be rented and no transient tenants shall be accommodated in any apartment.
8. Members of owners and lessee's family may not exceed three (3) in a one bedroom apartment, two (2) in a studio apartment, four (4) in a two bedroom apartment or convertible and six (6) in a three bedroom apartment.
9. An application for screening and approval submitted to the Screening Committee for the sale or lease of an apartment unit must have attached thereto:
 - A. Copy of said Agreement.
 - B. Screening fee as set by the Board of Directors not to exceed \$100.00
 - *C. Refundable security deposit not to exceed the equivalent of one month's rent, said deposit to be placed in a non-interest bearing escrow account. The amount of this deposit shall be set by the Board at its discretion. Checks are to be payable to the Commodore Plaza Condominium Association, Inc.
10. A current valid lease of the apartment must be provided to the Association management office and must be updated at the office with current lease at the end of each expiration date of lease.
11. The owner of the unit being leased must be present at the orientation of the lessee.

*C refers to rentals only.

Orientation

All new unit owners, residents and/ or tenants must complete a new resident orientation after the closing of the unit or initiation of the lease. This orientation must be attended by the occupants only and must be scheduled and attended before move in.

Authorized Identification Mandatory

Automobiles: Authorized Vehicle Identification must be issued to each resident unit owner. Said ID is a parking permit Sticker. First sticker issued will be \$5.00 charge. If second sticker is required there will be a \$10.00 charge.

Use of an Apartment

1. The following provisions shall govern visits by guests:
 - A. Guests are not permitted to visit an apartment unless the owner or permitted occupant(s), listed on the Application for Occupancy on file with the Association's Management Office, is present in the apartment at all times, excluding work day, errands or appointments. Upon arrival of a guest, the security will contact the owner or permitted occupant(s) and will verify the identity of the guest. If at the time of contact, there is no one available in the unit, the guest will not be granted access to the property. If the owner or permitted occupant(s) as described above is present, guests may visit for a period not to exceed a total of thirty (30) days consecutively in any calendar year. Unit owners/ permitted occupants must register such overnight visitor(s) prior to the visit. To register an overnight guest, the resident must come to the management office during business hours and provide the office with the visitor(s) name(s) prior to the visit as well as completing the temporary unit access authorization form. During non- business hours the unit owner must come to the lobby security staff and provide the security staff with the guest(s) name(s). The unit owner must then during the next business day visit the management office to complete the overnight visitor procedures. Any overnight visitor(s) not listed in the system on the day of visit will not be granted access to the property.
 - B. It is the responsibility of each owner to inform all guests of our Rules and Regulations and to assume responsibility for their actions.
2. It is required that unit owners or lessees when laying any kind of tile or wood or the like on floors have proper insulation (determined by Board) placed between flooring and concrete floor. This will reduce noise to the apartment below.
3. All use of apartments shall be in accord with Association Documents and existing Florida Laws.

Maximum Number of Sleep-Over Persons per Apartment Permitted at One Time

To control the number of residents and guests in the interest of health, safety and comfort, the following limitations shall apply:

Type of Apartment	Maximum Number
A. Studio	2
B. 1 Bedroom	3
C. Convertible	4
D. 2 Bedrooms	4
E. 3 Bedrooms	6

Any deviation from the above will be brought to the attention of the Board, and Grievance Committee.

Pets

1. **NO PETS ALLOWED.**
2. One service animal or seeing eye dog and such as any guide dog, signal dog, or other animal individually trained to provide assistance with disability is permitted per disabled individual.

SERVICE ANIMAL RULES

- A. A "Request for Reasonable Accommodations" form must be completed and returned to the management office, with all required documents such as (current inoculations, licenses, identification of service animal, affidavit from treating physician, etc.) for approval.
- B. All information received by the Association in conjunction with the "Reasonable Accommodation" application will be kept confidential in compliance with the Florida Statutes.
- C. The Association reserves the right to withdraw "Reasonable Accommodation" approval and remove the animal from the property if the animal becomes a nuisance to others, nuisance for the purposes of this paragraph includes, but not limited to:
 - 1. Animals who display habitual or long continued noise which is plainly audible at a distance of one hundred (100) feet from the unit in which the animal is located.
 - 2. Animals who are allowed, whether willfully or through failure to exercise due care or control, defecate and/ or urinate upon the common areas, hallways, entranceways or stairwells of the condominium.
 - 3. Animals in common areas who are not under the complete physical control of a reasonable human companion and on a hand held leash of no more than six (6) feet in length or in a pet carrier at all times.
 - 4. Animals who exhibit aggressive or other dangerous or potentially dangerous behavior.
 - 5. Animals who are conspicuously unclean or parasite infested.
- D. The owner is required to provide to the management office a yearly update of the service animal's vaccinations.
- E. Persons who walk animals are responsible for the immediate clean up after their animals and discarding securely bagged pet droppings. This bag must be tied tightly to contain the excrement or waste and disposed of in a garbage container. Do not place excrement bag into recycle containers.
- F. Service animals owner must update the medical information concerning his/ her disability/ handicap (if the disability/ handicap is not permanent).
- G. Service animal owner is responsible for any damage caused by their animals. Any damage caused cleaning chemicals or other such material used in an attempt to remedy said damage is the full responsibility of the animal owner.
- H. Service animals must be on a leash at ALL TIMES, within any portion of the common areas.
- I. Service animals may not be bathed, showered or rinsed off on any portion of the common areas within the community.
- J. Service animal owners are responsible to underwrite the cost of necessary extermination in their in their unit or others, if the owners service animal is responsible for the infestation of the building or portions thereof.
- K. Service animals are not permitted to play at any time in the common area, hallways of any floor, lobbies, parking garage, tennis courts, BBQ area or any area that would violate any state law or county and city ordinances.

Deliveries, Item/ Debris Removal. Move-ins or Move outs of the Condominium

When moving in or out, accepting deliveries or in the event that contractors are hauling materials or tools to perform repairs or renovations or contractors removing materials, tools or debris from construction there will be a fifty dollar \$50.00 charge for use of the freight elevator. This must be paid in the form of a money order to the management office prior to reservation of the elevator. Additionally there will be a refundable two hundred dollar \$200.00 deposit placed with the management office for common area damage also paid in the form of a money order prior to said reservation.

Packages

1. There will be a limit of six (6) packages that will be accepted per unit on any single day.
2. No packages in excess of fifty (50) lbs will be accepted.
3. Once notified, a resident will have three (3) days to pick up packages. If a package is not picked up within three (3) days of notification, the package will be returned to sender at resident's expense.
4. No packages will be accepted for any, owner, resident and/ or tenant that is not registered into the system. We will not accept packages for guests.

Common Elements

No immoral, improper, offensive or unlawful use shall be made of the Condominium property, nor any part of it. No practice that is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property will be permitted.

1. All parts of the Condominium shall be kept in clean and sanitary condition and no fire hazard permitted to exist.
2. The exterior portion of the building must maintain a uniform appearance. No awning, canopy, shade, window guard, ventilator, fan, air conditioning device, radio or television antennae may be affixed or placed upon exterior walls, window enclosures or roof. Nothing may be hung or displayed on the outside walls of the building.
3. Proper attire including footwear and top covering must be worn in the elevators, hallways, and lobbies at all times.
4. Riding bicycles, motorcycles, skate boards, roller skates or the like on the grounds of Commodore Plaza, including garages, parking areas and ramp is strictly forbidden. Bicycles or motorcycles may be used by residents only for the express purpose of entry, authorized parking, and exit.
5. Bicycles are not to be brought into the lobbies or taken into elevators but must be left at the bicycle stalls in the bicycle room at owner's risk.
6. The water outlet at the southeast end of the Tower building property is provided for use of boat and car owners. Any person using the facilities must leave the area clean and free of rags, paper, and any soapy water. This facility is for the use of residents only.
7. Residents and their guests are prohibited from entering or attempting to enter the roofs, elevator shafts, elevator equipment rooms or power room of the buildings.
8. No equipment or supplies belonging to the Association may be used or borrowed by any resident.
9. Commercial grocery carts are strictly forbidden in our buildings.
10. All contractors must be licensed, insured and have proper permits.

Bulletin Boards

1. All notices to be posted on the bulletin boards opposite the mailboxes in the lobbies must be approved by Management.
2. Posted signs must be of uniform size: organizations shall be advised, in writing, by Management as to proper authorized dimensions to be used.
3. All glass enclosed bulletin boards are for the Board of Directors.
4. Commercial literature is not permitted for posting on Bulletin Boards except for commercial announcements of events in reserved Auditorium, Party Room or Video Room.

Deliveries or Moves Into or Out of the Condominium

Doormen and Security Guards will give proper instructions to residents, delivery men and moving persons. They will be directed to use the service entrances and service elevators.

1. Each person must arrange through Management for appropriate time schedule for large moves in or out of complex, which moves are permitted only on Monday through Friday, except holidays.
2. When moving in or out there will be a \$50.00 charge for use of the freight elevator. A deposit of \$200.00 will also be required for possible damage to common elements during moving and bringing in large items, tile, carpet, painting equipment and the like. Deposit will be returned after inspection by Management, provided no damage occurs, within 10 days.
3. Delivery or moving furniture and large personal items is permitted from 8am to 5pm, Monday through Friday, except for holidays. No moving or delivery is permitted after 5pm. Deliveries or moves which start before 3pm may continue until complete.
4. If special problem arises over which a resident has no control, Management should be advised during office hours for consideration of the problem on its own merit.
5. Provide Management Office with 2 weeks notice of move-in date.

Elevators

No smoking, food or drinks are to be consumed in elevators. Reported violators will be summoned before the Grievance Committee for appropriate action. All large items, deliveries, contractors, etc. must be transported via service elevator. Unit owners and/or residents must reserve service elevator at the Association Management office, complete all forms and pay all applicable fees.

Laundry Rooms

1. Laundry rooms may be used between the hours of 8am and 10pm.
2. Machines must be emptied as soon as washing and/or drying cycle is completed.
3. Filters in washing machines and dryers must be cleaned after each use.

4. Rooms and equipment must be left clean and available for the next user.
5. In the event of mechanical failure of equipment, the service company must be notified by phoning the number posted in the rooms.
6. Lights must be turned off when leaving laundry rooms.
7. Door to remain closed at all times to comply with Fire Department regulations.

Lobbies

The lobbies of the Tower and Century Buildings are the first introduction to your home. No resident should conduct himself or permit others to participate in any action that would be an embarrassment to his neighbors or guests. Our lobbies are well decorated and clean, and an asset to our Condominium when properly used.

1. Loitering or congregating in the lobbies is not permitted. This area is not intended for meetings or for group use.
2. Shouting and offensive language do not contribute to the dignity of the Condominium and will not be tolerated.

Parking

1. Resident and guest parking spaces may be used by passenger cars only. No trucks or commercial vehicles are permitted. "Commercial" shall refer to Classification of Motor Vehicle Dept. As evidence by owners registration slip issued by M.V.D., or any vehicle obviously used for Commercial purpose, i.e. having advertisement, or the like. Ladder racks, ladders, commercial materials stored in vehicle, etc.
2. Residents or their guests who park their cars illegally are liable for the inconvenience and expense of having their cars towed.
3. Each apartment unit shall have an assigned car space.
4. Cars belonging to residents must be parked in assigned spaces only. Cars must be pulled **head in** only and **centered** to avoid encroaching on the neighboring space. No parking is allowed in roadways or driveways. An authorized bar code stickers must be affixed to right side rear window of **all cars** belonging to residents.
5. Residents must obey speed limits, direction arrows and signing in garages, outdoor parking areas and adjacent roadways.
6. Residents must not litter parking areas and adjacent roadways and must use trash cans provided for this purpose.
7. Residents shall advise their visitors to use guest parking at the southwest aisles of the Tower Building. If spaces are not available, advise guest to check with doorman or guard, for use of open spaces.
8. Only passenger cars are allowed under covered parking area. **NO TRUCKS.**

9. Motorcycles allowed in designated areas only.
10. No commercial trucks allowed on premises from 6pm to 8am. **NO TRUCKS ON SUNDAY.**
11. Four (4) hour visitors parking for medical personnel available in front of Century building from 8:00 am to 6:00 pm. All other guest parking must be in designated guest parking area. A daily **Gate Pass** on dash required for all guest and visitor parked vehicles. Overnight visitor parking 6pm to 8am gate pass on dash is required. Any vehicles not in compliance with all parking rules and regulations will be towed at vehicle owner's expense. It is unit owner's responsibility to ensure their visitors and guests are aware and abide by all parking rules and regulations.
12. Vehicles must be kept in proper operating condition at all times. Any vehicle deemed unsightly or causing damage to the parking areas due to lack of upkeep or repair will be towed at the owner's expense. Additionally, the parking spot assignee will be held financially responsible for any damage caused to parking spot from said negligence.
13. All vehicles must have current valid registration and insurance. Any unregistered vehicle will be towed at the vehicle owner's expense.
14. No motor vehicle, motor cycle or vessel may be disassembled, nor repairs made on Association property. This includes but not limited to engine tune-ups and overhauling, exhaust or fuel system repairs, brake or brake lining repairs and body work. Under no circumstances may cars be left unattended while on jacks or blocks.

Boat Docks

You must be an owner in order to have a boat dock or davit.

Boat dock must be kept free of debris

Only per-approved, by the Association Board of Directors, storage containers and equipment are allowed in the boat dock area.

Resident Storage Areas

Each owner is entitled to the use of **one** storage bin. No one is permitted to appropriate any storage bins or common area for storage which has not been assigned.

1. Smoking is not permitted and no storage of inflammable materials is permitted in storage areas.
2. All items must be stored inside assigned areas. Anything found outside assigned areas will be assumed to be trash and will be disposed of as trash.
3. Electricity must not be used in any storage area, under lease or otherwise, for any purpose other than illumination.
4. Lights must be turned off when leaving storage area.
5. Private storage behind laundry rooms in Tower Building are at your own risk, Association is not liable for dampness, mold, water, theft or the like. Private storage facilities in either building are under the control of the condominium and fees are determined by the Board of Directors.

Trash Rooms and Trash Chutes

Refuse must not be left on the floor but must be put into the chute except for any items which may block the chute such as hangers, cartons, wood, etc. Persons must observe the Rules as posted in the Trash Room.

1. Trash chutes may be used between the hours of 8am and 10pm.
2. Garbage must be put into plastic disposal bags and tied. As part of a recycling program, paper, bottles, and other posted items are to be placed in their designated receptacles.
3. Chute doors must be closed after use.
4. Anything stored in the trash rooms will be handled as trash.
5. Lights will go off with timer.
6. Doors must be closed to comply with Fire Department regulations.
7. Cartons must be flattened plus taken to 1st floor Trash Room, not to be left on floor in Trash Rooms.
8. Failure to comply with Trash Room rules will be subjected to Grievance review.

Recreational and Social Facilities

First consideration for the use of all recreational facilities shall be given to unit owner, lessees, and permanent residents before guests. Residents and their guests use our facilities at their own risk. Posted rules must be observed.

Indoor Recreational Facilities

Billiard Room Tower Building

This room is for the use of players only. It may not be used as social or meeting room. No Loitering is permitted. Proper dry attire must be worn, including top covering and shoes. No Smoking, No Food, No Beverages permitted.

1. Hours for use are 10am to 10pm seven days a week.
2. Residents must sign in to obtain keys for the room and equipment closets from the doormen in the morning and afternoon and from the security guard in the evening. Residents are responsible for any damage to the tables and equipment caused by themselves or their guests.
3. After use of the room and equipment, cue sticks must be returned to racks. Each resident must return keys to either doorman or security guard and sign again. Keys are not to be given to anyone else to use the room without signing.

4. Use of the Billiard Room is restricted to residents and registered guests 16 years or older.
5. Guests must be accompanied by a resident and are limited to the use of **one** table. Play is restricted to thirty minutes unless no other players are waiting. No one person may play alone if another person is waiting.
6. All equipment must be used with care and the room must be left in the same condition as it was found. Before play is started, any damage found should be reported to the doorman or security guard. After play, any damage which may have occurred must be reported.
7. Sign-in sheets will require date, name of resident, apartment number, time keys are obtained, time keys were returned.
8. Thermostats and lights must be turned off when leaving the billiard room.
9. Door must be locked when last player leaves.

Card Rooms

No one under the age of 18 is permitted in the card room. Tables may not be reserved.

1. Hours for use are:
 - A. Century card rooms 10am to 11pm daily unless reserved.
 - B. Party Room in Century Building is available as a card room.
2. All residents must accompany their guests. Residents and their guests are required to have Authorized Identification in their possession in order to play cards.
3. No food or beverage is permitted except in Party Room.
4. No gambling is permitted.
5. Chairs must **not** be tilted. If any resident or his guest breaks or damages a chair, the resident is responsible for the cost of repair or replacement.
6. All players are required to leave their tables clean, when they leave, by using the litter containers supplied for this purpose in each room.
7. All lights must be turned off by the last players leaving the card room.

BBQ Rules

1. BBQ area is by reservation only.
2. Residents only may reserve the BBQ area.
3. There is a \$10.00 usage fee per BBQ paid by check or money order.
4. A \$100.00 refundable deposit in the form of a check or money order must be placed with the Association Management Office prior to the BBQ reservation.
5. Residents are limited to a total of 15 guests in the BBQ area.

6. Guests for residents BBQ are not allowed to park on the property. Due to parking limits guests must park off of the property grounds and the resident must make travel arrangements.
7. There cannot be a DJ, live band and/ or hired performers of any kind for functions in the BBQ area. Music must be played at a respectable level. If asked to turn down music or control BBQ noise more than one (1) time music must be turned off for the remainder of the event and security may terminate the event.
8. BBQ can only be used on the 1st floor picnic area.
9. NO ONE UNDER 18 years of age can rent the BBQ area.
10. Residents must supply their own BBQ utensils.
11. Tin foil MUST be placed in the grease catcher trap.

Exercise, Sauna and Shower Rooms

Rules posted are for the benefit of all residents.

For Your Own Safety, Do Not Use Sauna Unless Accompanied By Another Person

1. Facilities may be used between 9am to 9pm **SHARP!**
2. Children under the age of 13 must be accompanied by a parent or guardian.
3. Care must be exercised in the use of all equipment.
4. Sauna controls must be turned off when leaving the sauna.
5. Pets, food and beverages are not permitted in the areas.
6. Air conditioning and sauna heat lights must be turned off when leaving the rooms.
7. Door must be locked at all times, either by key from outside or by latch from inside.

Outdoor Recreational Facilities

Shuffleboard

1. Players must wear appropriate footwear.
2. No one is permitted to walk on or across courts.
3. Children under age 7 must be accompanied by a parent or guardian.
4. All equipment is the responsibility of the resident or his guest and must be returned to the locker after use.

Swimming Pools and Adjacent Areas

The Board of Directors and Management shall have complete authority to enforce all rules for the pool in the upper and lower areas as well as adjacent areas. Residents and Guests must observe posted Rules as well as those in the Rules and Regulation Manual.

1. Pool hours are from sunrise to 10:00pm. It is strongly recommended and urged as a **safety measure** that persons using pools after sunset be accompanied by another person. Enter pools **AT YOUR OWN RISK**.
2. All persons must shower before entering pools.
 3. All persons must enter and exit pools from steps.
 4. No **Diving, Jumping, or Horseplay** is allowed.
 5. No one is permitted in pools during an electrical storm.
 6. All children between the ages of three (3) who are toilet trained to twelve (12) are permitted in the pools when accompanied by adult guardian.
 7. Children under three (3) years of age and/ or children wearing diapers are **not** permitted in either pool at anytime.
 8. No floatation devices, toys, balls or objects are allowed. **Noodles are accepted**.
 9. Residents may have a maximum of two (2) guests at pool. Guests must be registered with Pool Manager.
 10. Everyone entering or leaving the pool areas must wear a cover-up over their bathing suit and proper footwear must be worn.
 11. Chairs and umbrellas cannot be reserved. Lounges must be covered with a towel.
 12. Outdoor furniture is for the exclusive use of the pool areas and is not to be brought indoors into any private unit.
 13. Pre-arranged parties in the Card Room or residence do not include the use of the pools.
 14. For safety reasons; infants in strollers, carriages, or other wheeled vehicles except for such devices required for handicapped individuals, are not permitted in any area adjacent to the first or third floor pools. Nothing is to be left overnight in the pool areas.
 15. If a resident or guests breaks or damage the furniture or umbrellas on the pool deck, the resident will be responsible for the cost of repair or replacement.
 16. Litter must be disposed in containers provided.
 17. The area between the pool coping and yellow line is a designated passageway; **no chairs, tables, shoes or other obstacles** are permitted in this area.
 18. **NO FOOD OR DRINK IS ALLOWED**. Water in plastic bottles is acceptable.
 19. Violations of these Rules **will** result in a **FINE**.

Tennis Courts

Permanent residents of Commodore Plaza shall have first consideration in the use of the courts. You must sign in after 7am designating the hour of use on that day, with names of registered guests who plan to play during the time specified. No one is permitted to reserve courts for people other than his/her own game.

1. Hours for play are 9am to 10pm.
2. Players are required to observe all tennis rules as posted at entrance to courts.

Auditorium

The auditorium shall be for the use and benefit of the residents of Commodore Plaza, as approved and programmed by the Board of Directors. All use must be arranged solely through Management or person designated. **NO SMOKING IS PERMITTED.**

1. Schedule of fees for use of Auditorium may be changed at the discretion of the Board. A signed application for date of proposed use, shall be submitted for approval.
 - A. The charge for private use is \$250.00 plus sales tax for each day. Food may be served. This charge is for a permanent resident of Commodore Plaza. Accredited outside organizations, groups or individuals will be charged \$300.00.
 - B. A deposit of \$150.00 is required when application is made. The balance is due 24 hours prior to the function. In addition a returnable deposit of \$150.00 is required when application is made. This deposit will be refundable within 10 days after use of the Auditorium, subject to deduction for any damages incurred. Organizations or individual(s) signing the application assumes responsibility for the above and the cost of any damages exceeding the deposit of \$150.00.
 - C. Recognized in-house organizations or groups having at least 65% of its membership comprised of bona-fide residents of Commodore Plaza may use the Auditorium for their meetings for a fee of \$50.00, plus sales tax, per year. The fee may be paid before the first meeting or one-half (\$25.00) to be paid prior to the first meeting, the remainder must be paid prior to the sixth meeting. Food or drink may be served for an added fee of \$25.00 plus sales tax per event. **NO ORGANIZATION OR INDIVIDUAL MAY USE THE AUDITORIUM TO SPONSOR OUTSIDE COMMERCIAL VENTURES.**
2. All functions in the Auditorium shall terminate no later than twelve o'clock midnight, unless otherwise approved by the Board.
3. Any individual, group or organization responsible for the use of this area must be sure that the Auditorium, the adjacent kitchen, and utensils are left in a clean condition in the interest of sanitation.
4. Only qualified, specific personnel are permitted to operate the audio, lights, movie projector and air conditioning.
5. Any committee representing a recognized religious denomination may make an application directly to the Board for use of the auditorium for religious services. All such arrangements including fees for such use shall be under the sole jurisdiction of the Board.

Party Room

The Party Room is for the benefit of permanent residents of Commodore Plaza. All use must be arranged solely through the Board of Directors or designated person. Schedule of fees for use of Party Room may be changed at the discretion of the Board. An application for date of proposed use, purpose of use and authorized signature must be submitted.

Party Room Rules

1. Party room is available to unit owners and residents by reservation only.
2. To reserve the party room residents must come to the Association management office and complete the party room rental agreement.
3. All applicable fees must be paid in the form of a check or money order prior to reservation.
4. Fees will include a usage fee, plus a refundable deposit.
5. Limited to a total of 40 guests.
6. Music cannot be played after 11:00 pm
7. No smoking allowed in any part of the party room.
8. No alcoholic beverages are allowed in party room or any area surrounding party room and/ or any common area.
9. Due to property parking limitations. Non- resident guests attending parties in the party room shall not utilize the property guest parking spots. The unit owner/ resident must make other arrangements.
10. All parties must end no later than 10:00pm.
11. Costs for any damage to the party room and/ or any common elements will be the responsibility of the unit owner/ and or resident who has reserved the party room.
12. Recognized in-house organizations or groups having at least 65% of its membership comprised of bona-fide residents of Commodore Plaza, may use the Party Room without charge, other than rent fee as noted in "Auditorium, Section 1 (c)", provided no food or drink is used or sold. An application must be submitted. In the event food or drink is served or sold, there is a charge of \$10.00 plus sales tax, per day for clean up.

Party Room Affairs

- A. Attendance is limited to no more than 40 people at one time. This applies to all meetings and events.
- B. Music may not be played after 11pm and all affairs shall conclude no later than 12:00 Midnight.
- C. Any individual, group or organization responsible for the use of this area must be sure that the Party Room, the adjacent kitchen, and all utensils are left in a clean condition, in the interest of sanitation.