

COUNTRY CLUB TOWERS

RULES WE LIVE BY



2500 NE 48th LANE

FORT LAUDERDALE, FLORIDA 33308

REVISION: January 2026

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1. INTRODUCTION

These rules have been drawn up and approved by the Board of Directors of the Country Club Towers Associations, Inc. The purpose is to make living here pleasant and comfortable for all. It is understood that no rules can replace a good attitude and that most of the rules will not be needed if we all treat each other with mutual respect, courtesy and dignity.

The rules are designed according to the Declaration of Condominium and the By-Laws of Country Club Towers Association, Inc., including amendments thereto, and do not supersede these documents nor alter the legal obligations of the unit owners of our condominium.

Violations of these rules by a member, their families, guests, or lessees are the responsibility of the owner. Known violations should be directed, in writing, to a member of the Board of Directors for proper action. Disagreements concerning violations will be presented to and solved by a quorum of the Board of Directors for proper action. Objectionable behavior is not acceptable even if it is not specifically covered herein. Violations by owners, owners' employees, guests, and children are the responsibilities of the unit owners.

2. PROPERTY MANAGEMENT AND THE BOARD OF DIRECTORS

The Volunteer Board of Directors engaged a property manager to alleviate some of the administrative, financial, and operational duties they perform.

Property Manager: (Tel: 754-701-4476 or email: cctoffice2500@gmail.com)

The Board of Directors asks that owners and residents contact our **Office manager or Property Management Company** with all maintenance, operational, and administrative matters. During business hours your call will be answered by those persons on duty, Monday through Friday between 8 am and 12 pm. After hours you may leave a message, and you will receive a return call the next business day. If the matter is an emergency, dial 911 and report it. If it is after normal business hours and is an urgent matter but not one that should be addressed by the police or emergency responders, **If there is an emergency after hours (after 4:30 pm on Thursday, after 3:00 pm Friday, Holidays or weekends) please call 954-530-4912. Dial 0 to be connected to the answering service who will dispatch your call to the appropriate individual. All emergency calls are returned within 30 minutes.**

If you have a unique matter that you wish the Board of Directors to consider, please make a request in writing and send it to the management or place it in the WHITE CCT mailbox in the mailroom. You will receive a written reply.

BOD MEMBERS and Eligibility

Volunteer members are in place on the Board for one year at a time. All volunteers need to be in good standing with the community and have to be in compliance with the rules we live by. All members cannot have an outstanding balance due to Country Club Towers at time of elections.

Suspension of Rights: The 90 day deadline for suspension of any board member or access rights to common elements, voting rights, etc. does not commence until 90 days after the due date of the fine.

3. PAYMENTS FOR HOA QUARTERLY DUES: 30, 60, 90 RULE

After the grace period ends (5 business days after payment is due), a statement is sent to the owner as a "reminder" that their account has a balance.

After 30 days, a notice of late assessment (NOLA) is sent to the unit owner. The owner will have 30 days to bring their account current or risk being sent to the Association's attorney for collections.

If the 30 days elapses, the account may be sent to the association's attorney for collections. This will happen if the owner does not respond to the NOLA or does not make a payment arrangement. Payment arrangements must be approved by the Board of Directors. The charge of \$50.00 will be charged for the preparation and mailing of the Association's letter by Management

After 60 days past due, a demand for payment letter will be sent for full payment including all cost of collection within 30 days.

AT the **90-day** period if there are still no payments made the CCT Attorney shall issue a NOTICE OF CLAIM OF LIEN for all unpaid costs.

For more detailed information including foreclosure action contact the Management Company

4. OCCUPANCY & GUESTS

Country Club Towers is not to be used as a motel or hotel at any time. Total overnight occupancy of owners, lessees, and guests is limited to the following:

- One-bedroom units: two (2) persons
- Two-bedroom units: four (4) persons
- Three-bedroom units: six (6) persons

Occupancy in excess of the above will be recognized as a violation under our condominium agreement.

The Condominium units in Country Club Towers shall be used for single-family residents only.

Definition for single-family unit: one or more persons related by blood, marriage or adoption or no more than two unrelated persons living together as a single housekeeping unit.

An occupant shall be defined to include any person who is a tenant, owner, guest and/or resident who intends to reside within the Condominium Unit for a total period of thirty (30) days or longer within one calendar year (does not have to be consecutive days), with, or without the Unit Owner being present in the Unit, shall be required to obtain the written

approval of the Association, prior to residing within the Unit for any time in excess of thirty (30) days.

Application can be submitted online through your management company

The term “guest” means any person who is staying in the unit of an owner with the consent of the owner.

All unit owners are responsible for their guests’ adherence to the rules of occupancy as specified for the owners. Guests who fail to abide by the “Rules We Live By” of Country Club Towers may have their guest privileges revoked at the discretion of The Board.

CCT has “Family” or “Guest” registration forms to be filled out when you have overnight company. These are given out during the Interview, but you may secure more from the office by the pool. After they are filled out, return them to the manager. If he is not on duty, deposit them in the CCT mailbox. The Fire Department requires the Board of Directors to have knowledge of the number of people in the building at the time of an emergency.

5. RESALE

- A. An owner who wishes to sell his unit is required to complete the form “Application to Sell” which may be obtained from the Property Manager
- B. If the owner is in residence, the unit may be shown at any time. The owner must supply the realtor with keys to the unit and access through the front door. Single use code can be created on Swiftlane App. Single use code is to be used for short-lived temporary access.
A charge of \$100.00 will be made when a unit is sold to a single person or married couple. If two single people are purchasing the unit, we will need two sets of paperwork and two payments for \$100.00 each will be required
- C. It is the responsibility of the owner to supply the Condominium Documents and “Rules We Live By” to the purchaser or lessee. If he cannot supply a copy of the Documents, a new copy of the Documents is available in the onsite office for \$35.00. Additional copies of “Rules We Live By” will cost \$20.00 each.

6. LEASE

- A. A unit owner who wishes to lease his apartment is required to complete the form “Application to Lease” which may be found with your Management Company
- B. A charge of \$100.00 for one person or a married couple will be made for an investigation of a proposed lessee. For two single people a charge of \$100.00 each.
- C. B. Each owner is responsible for acquainting the lessee with the rules and the owner is responsible for the lessee’s compliance with the rules.
- D. C. Owners will be held responsible for any damage to common elements caused by the lessee and/or his/her guests.
- E. D. Country Club Towers will not be held responsible for any misrepresentation of our By-Laws and rules by any owner or real estate agent.
- F. E. A complete copy of the lease must be furnished to The Board of Directors.
- G. Owner/Tenant shall be required to provide proof of insurance to the Association within ten (10) days of receipt of written request.

- H. G. No Corporate ownership shall be allowed, including but not limited to ownership by a corporation, limited liability Company, partnership, or any other corporate entity, it does not include any trusts, revokable or irrevocable trusts.
- I. J. Within 30 days of the closing date, the new Owner must submit a copy of the deed to the Association.

7. PROPERTY DAMAGE & FINES

- A. Owners are responsible for any damages, destruction, or defacing of common elements, or property, which they, their guests, or lessees may cause.
- B. If any of such actions are committed, the owner will be assessed at the cost of restoring the affected area **and or** a fine of \$100.00
- C. All food, beverages, and other liquids which are being transported through the lobby or hallways or other common elements of the condominium must be in sealed containers to prevent spillage and damage to the carpets. This also applies to the elevators.
- D. A **\$1,000.00 refundable security deposit** is required at the time of move-in and/or move-out for damage protection. The deposit will be refunded at the conclusion of the applicable period, provided no damages are identified.
- E. BOD Levies the fine, 14 Day written notice of said fine and the right to attend an independent hearing with specifications in writing. If fine is approved, a written notice of final decision is sent, owner has 7-14 days to make payment. Access rights to common elements, voting rights, etc. does not commence until 90 days after the due date of the fine (so 90 days after the 7-14 day payment deadline provided in the notice to owner).

8. ELEVATORS

- A. Moving times are: **Monday through Friday from 8.30 a.m. to 4:30 p.m., after 4:30 p.m. it must be approved by a Board Member. On Saturday from 8:30 a.m. to 3:30 p.m.**
No moving will be permitted on Holidays. No moving on Sundays, unless approved by a Board Member.
- B. When moving furniture, the Management will provide padding and floor covering to protect the elevator. Management must be notified well in advance in person or via email:
Property Manager: (Tel: 754-701-4476 or email: cctoffice2500@gmail.com)
- C. Do not push the call button more than once or hold the call button, do not push up and down buttons simultaneously
- D. Do not permit playing or joy-riding by children.
- E. Do not use elevators when the fire alarm system rings. Use the fire doors and stairs which are plainly marked "EXIT".

9. SMOKING

The Country Club Towers lobby, elevators, hallways, social room, restrooms, and stairwells are to be smoke-free. There will be no smoking outside the front door. This applies to

employees, residents, and guests. The smoking area is located on the lower deck outside west of the pool area. If a unit owner smokes inside their unit and that smoke odor seeps into the hallways then that unit owner will be required to obtain an air quality certificate at the owner's expense.

10. TRASH CHUTE

- A. The trash chute has a large bend near the bottom going into the dumpster; therefore, large articles will not fit through the bend causing a blockage. Secure all garbage (no heavy or sharp objects) in a heavy 13-gallon or less plastic bag and tie it securely before placing it in the chute. Use chute between 8:00 a.m. and 8:00 p.m. **DO NOT PUT ITEMS THAT WILL UNFOLD OR ARE TOO BIG FOR THE TRASH SHUTE...NO PIZZA BOXES AT ALL.** All cardboard boxes must be broken down and larger plastic bags must be taken to the dumpster room to be discarded on the west end of the building. **The dumpster room is always open. Do not leave boxes and trash at the dumpster door or inside on the floor of the trash room,** as the Trash Service will not pick them up. Should you have trash or boxes discard them in the dumpster. This building does **NOT** have Bulk pickup. Any furniture or large items the unit owner must make arrangements for removal.
- B. Recycling: We have green recycling bins in the trash room for recyclable items. Please make sure to clean them before placing in our bins.
- C. For all repairs or remodeling done by an outside company, the owner shall arrange for all debris to be removed from our property; **and not deposited in the chute or dumpster.**

11. ROOF

No owners, guests, or lessees are permitted access to the roof. The door is locked at all times.

12. THE SOCIAL ROOM

The Social Room is intended for resident activities but may be reserved for private social functions by residents.

To make reservations, please contact the Property Manager:(Tel: 754-701-4476 or email: cctoffice2500@gmail.com)

Anyone planning to use the Social Room must reserve the room, make a \$100.00 security deposit, and sign the "Release, Waiver and Indemnity" form at least 24 hours in advance of the function. Failure to comply will result in your function being locked out of the Social Room. If the room is left in good condition, the deposit will be returned. A calendar is provided in the Social Room for reservation dates.

13. ATTIRE

- A. Persons wearing bathing attire must wear proper overgarments and footwear when in the lobby and elevators.
- B. Wearing wet bathing suits in the lobby, elevators, or Social Room is prohibited.
- C. Bare feet are not permitted in the building.

14. POOL AREA

- A. Pool hours are 9:00 a. m. to dusk.
- B. Residents and guests use the pool at their own risk.
- C. Persons with any communicable diseases are forbidden to use the pool.
- D. Everyone must shower before entering the pool and remove all sun tan oil.
- E. Follow all rules specified on the sign in pool area.
- F. When in bathing attire, ALL CHAIRS AND LOUNGES MUST BE COVERED WITH A TOWEL BEFORE USE.
- G. For the appearance of our beautiful pool area, kindly replace all furniture and remove any trash before leaving.
- H. No food is permitted, nor is glass or anything breakable. If you have a beverage, it must be in cans or plastic.

15. BARBECUE

- A. Each unit is allowed to have a barbecue party in the designated area only
- B. Each unit must supply their own barbecue equipment for the party.
- C. The barbecue party must be held at the lower deck, west of the pool area (which is to be known as the barbecue area).
- D. The barbecue equipment must be removed from the property of Country Club Towers at the conclusion of the party.
- E. No food or drink from the barbecue party is to be brought into the pool area or into the building (Social Room) unless approved by BOD or management. Social Room reservation rules apply.
- F. The barbecue equipment must be twenty feet (20) from the building.
- G. The unit owner requesting the use of the barbecue area for a barbecue party must register on the calendar book in the Social Room, indicating the day and time of such barbecue party.
- H. Country Club Towers' "Release Waiver and Indemnity" form must be signed by the unit owner hosting the barbecue party. This document is to be executed at least twenty-four hours (24) prior to the barbecue party and be accompanied by a \$100.00 dollar refundable security deposit.

16. LAUNDRY

- A. Do not use washers or dryers for heavy carpets, rugs, or other heavy materials.
- B. Do not overload the washer. The dryer will only accommodate one washer load at a time.
- C. Keep the laundry room door closed at all times.
- D. The use of the laundry machines is permitted between the hours of 8:00 a.m. and 9:00 p.m. daily, including Sundays and public holidays.
- E. Do not use any type of dye in the washers, dryers, or laundry tubs.

17. SECURITY

- A. Security key, if lost, will be replaced for a fee of \$75.00. If a key is stolen and a police report is obtained, consideration will be given for replacing that key without charge.
- B. At the sale or lease of an apartment, the security door key owner must supply the key (s) to the new owner or lessee along with the mailbox key and the storage door key if applicable.
- C. CCT now has 24 hour recorded video surveillance.

18. GROCERY CARTS

Carts taken up to units shall be returned to the cart area by the side of the entrance as soon as possible. Contactors and other workers are **NOT** allowed to use the blue carts for any hauling of materials. We do have a red cart that is used for that purpose. It is the unit owner's responsibility to make sure that they are in compliance with this rule.

Use of grocery BLUE carts are prohibited. **Owners whose tradesmen use residents' carts will be fined \$25.00.**

19. CHILDREN

- A. Children under the age of twelve (12) must have adult supervision at all times while in the recreation area, lobby, social room, pool, elevators, and other common element areas.
- B. Children under two (2) are not permitted in the pool unless they wear the "Huggies Swim Diaper". Regular diapers are not permitted.

20. PARKING

- A. The designated car washing area can be used only for washing or waxing cars. Changing oil or coolant or making repairs are prohibited in the guest parking area or any part of Country Club Towers' common elements.
- B. No rental is permitted of your assigned parking space other than to a resident or tenant.
- C. Written authorization must be submitted to the Board of Directors stating permission for another resident to use the assigned space.
- D. No trucks, vans, motor homes, or motorcycles, or oversized vehicles (must fit in the space with no overhang) on the condominium property.

21. BICYCLES, SKATES, AND SKATEBOARDS

- A. Bicycles are permitted to be brought into the building but must be kept inside your unit.

- B. Skates must be removed before entering the building.
- C. Skateboards must not be used inside the building.

22. PETS

Owners, lessees, or guests are not permitted to have a pet of any kind on Association property.

23. SERVICE AND EMOTIONAL SUPPORT ANIMALS

If a resident requests reasonable accommodation to the pet restriction and it is granted under federal and state law, the Association reserves the right to enforce the following policies to ensure the health, safety, and well-being of all residents.

Once approved, such Animals will be subject to the following regulations:

A. Responsibilities of the Owner

The owner of a service or emotional support animal is responsible for ensuring that the animal does not become a nuisance to others. Nuisance behavior includes but is not limited to:

- Excessive barking, growling, or aggressive behavior.
- Biting or attacking other residents, guests, or animals.
- Failure to properly dispose of animal waste.
- Failure to comply with local and state health and safety regulations.
- Insect infestations, sanitation concerns, or odor problems.

B. The owner must also provide:

- Proof of required vaccinations and immunizations from a licensed VET in the United States
- Confirmation and Diagnosis that the disability is ongoing by a certified mental health professional as prescribed and directed by Florida statute.

Per Florida Statute failure to comply with these requirements may result in a \$100 fine per day for up to 10 days. After 10 days it will be handed over to the CCT's Attorney. If the animal poses a direct threat to the health and safety of others or causes significant property damage, the Association may take appropriate legal action.

C. Access and Restrictions

- Only service animals are permitted in all common areas, including hallways, lobbies, and outdoor spaces, as required by law. They must be leashed or harnessed unless it interferes with their service function.
- **Emotional support animals (ESAs) are not considered service animals.** All ESA must be carried or in a carrier while in the hallways or in the lobby or Social Room and may be restricted from certain common areas, including the pool deck, clubhouse, and other enclosed spaces such as stairwells etc.
- All animals must be walked outside the building and must not relieve themselves in common areas.
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Allergies & Phobias - The Association recognizes that some residents may have severe allergies or phobias related to animals. If conflicting accommodation requests arise, the Board will evaluate them on a case-by-case basis to ensure compliance with federal law while attempting to reasonably accommodate all affected individuals.

D. Animal Transportation

To minimize allergens and accidents in enclosed spaces, ESA owners must carry their animals or use a stroller when in hallways, elevators, or any other common areas.

E. Waste Disposal & Sanitation

Owners must immediately clean up after their animal and properly dispose of waste in sealed bags placed in the dumpster.

Failure to clean up after an animal may result in fines or other enforcement actions in accordance with the Association's governing documents.

F. Visitor pets

- Visitor pets are not permitted unless they are service and emotional support animals.
- Visitors with ESA or Service animal should complete a Pet Pass Form if the animal will be staying longer than 24 hours.
- These visitor pets must have an approved Pet Pass and are restricted to a maximum stay of 30 days per year.
- Pet visitors must adhere to the same rules applicable to service and emotional support animals. All pet visitors must comply with the Association's rules regarding waste disposal, sanitation, and nuisance behavior.

G. Violation Fine

Any resident who fails to adhere to these rules and regulations will be subject to a \$100 fine per violation, up to a maximum of \$1,000. Any further violations beyond this limit will be referred to CCT's legal counsel for further action

24. OBSTRUCTIONS

- A. To comply with fire department codes, all entrances, driveways, passages, patios, courts, staircases, hallways, lobby, or fire lanes must not be obstructed at any time.
- B. No rugs, mats, or small carpets are to be placed outside doors in hallways and no storing anything in the air condition closet.
- C. Cars must not be left unattended at any time in the fire lanes at the east and west ends of the building and loading zone unless they are authorized by a BOD member or Management

25. BUILDING EXTERIOR

- A. Do not drape or hang anything over the sides of the balcony or from the windows. Proper display of the American Flag and Holiday lights are permitted.
- B. No awning, projections, screening, or enclosures on any balcony are permitted. Installing a screen door between the living room and balcony is permitted.
- C. Balcony floors may be painted. **No tile or carpeting may be installed.**
- D. No shaking of rugs, mops, cloths, etc. from balconies or windows is permitted.

- E. No cooking is permitted on balconies.
- F. No plants, pottery, receptacles, or movable objects are permitted on the railings of balconies.
- G. It is the responsibility of the owner, when absent or on vacation, to remove all articles from the balcony, or have a designated person in the building remove the articles in case of a storm, etc. Also, turn off the water to your apartment but leave the air condition unit operating.
- H. When washing your car on the east side of the building, please make sure the water faucet is turned completely off when finished. No car repairs on condo property.

26. APARTMENT HALL DOORS

- A. No owner, lessee, or guest shall allow their apartment door to remain open.
- B. The door to your hall utility closet must be closed at all times unless it has been opened by our maintenance man due to a building problem.

27. SAFETY PRECAUTIONS

According to the fire code, the Board has the right to immediate entry into units in case of emergencies. **To facilitate entry, the owner of each unit must deposit a key OR CODE for each door lock with the Management.** An emergency includes any instance where immediate entrance is needed to check for water damage and/or fire damage, as well as obnoxious odors, which might be prevalent in a unit when owners are not available. Residents will be notified of such entrance and the reason for entering.

28. PEST CONTROL SERVICE

Country Club Towers has a contract with a company for each unit to be serviced **twice** a year. Each resident should make arrangements for entry into their unit on that day. The exterminator returns throughout the year to service common areas on the fourth (4) Monday of each month. Should a resident need service on that day, please notify management. However, if you need service in between times, you call the company directly. **When you need individual service, plan to be at home to provide access to your unit. It is the unit owner's responsibility to ensure Roaches and other insects / critters are taken care of immediately as it can infest the entire building.**

29. VACATION

Any residents leaving their unit overnight or longer are asked to turn their water off (in the A/C closet) to avoid any unexpected water leaks.

When leaving your unit for a period longer than two weeks, please ask a neighbor or a friend to check your apartment at least once a week and to turn the water on temporarily so the toilets can be flushed. This is a necessity, so the pipes do not get dried out. Also, it is a good idea to close your toilet lid.

30. DOMESTIC & SERVICE PERSONNEL

All domestic and service personnel SHOULD sign in with Management or sign in with swiftlane when on site.

31. SOLICITATIONS

There shall be no soliciting permitted in the building or advertising posted on the mail room bulletin board. No soliciting or advertisement on the condo property or on vehicles parked in covered parking area.

32. TRADESMEN & CONTRACTORS

- A. Workmen entering the building must be licensed and insured. The Vendor-required documentation needs to be submitted to the CCT office. Please contact the manager for guidance at CCTOffice2500@gmail.com or 754-701-4476. There is a \$1500.00 refundable deposit required and should be presented along with the COI/ permits/licenses.**
- B. All tradesmen and deliverymen must check in with the management and check out with the management when leaving.
- C. Work is permitted Monday through Friday from 8:30a.m. to 4:30 p.m. and Saturday from 8:30a.m. to 3:30 p.m. (EXCEPT EMERGENCY SERVICE, A/C, ELECTRIC, ETC.)
- D. Elevator must be padded and floor protector in place before large and/or heavy loads are transported.
- E. Tradesmen must inform management of the type of work to be performed. No sawing or spraying is allowed in hallways, stairway exits, or on balconies.
- F. Tradesmen must cover the carpet or tile with drop cloth. Any dust or footprints on the carpet and tile must be vacuumed, swept or cleaned immediately.
- G. Tradesmen performing work that generates fumes or smoke must obtain fire detector caps from the office prior to starting work. Caps must be turned in at the end of each day.
- H. Tradesmen who are installing tile and hardwood floors must obtain soundproofing requirements and schedule inspection by Management prior to installation of tile or hardwood. No cutting or wet saws are allowed in hallways, stairwells, or balconies.
- I. Use of grocery carts is prohibited. **Owners whose tradesmen use residents' carts will be fined \$25.00.**

- J. Tradesmen must remove all trash, fixtures, carpeting, etc. from the building. Do not use trash chutes or dumpsters or the job you are working on will be stopped immediately.
- K. All workers, vehicles, and moving vans must be off the property by 4:45 p.m. Monday through Friday. Saturday 3:45 p.m. (unless authorized by management only). Any tradesmen's vehicles, cars or trucks on the property after 5:00 p.m. will be towed. (Not including emergency repair).
- L. ALL VIOLATORS WILL NOT BE PERMITTED ON COUNTRY CLUB TOWERS PROPERTY AGAIN.

33. IMPACT WINDOWS AND HURRICANE SHUTTERS

All units within Country Club Towers Condominium are required to have code compliant hurricane impact windows and doors (balcony doors).

The entire Country Club Towers community should appear to be similar and in line with the original construction. Therefore, the replacement of the original Aluminum single hung windows with Impact-resistant windows has been approved and included in the Florida Building Code including the High Velocity Hurricane zone. A building permit shall be required, and each unit owner shall submit a request to the Board for pre-approval of the project. This shall consist of a written proposal with specifications that conform with the Rules We Live By.

All present single hung, style two over two windows shall be replaced with single hung, style two over two. The frame color shall be a white finish. Any materials of other color will be covered by white break metal appropriately attached to cover any other color. The glass shall be tinted by using one piece of exterior gray glass.

All present single hung plate glass with Jalousies below shall be replaced by single hung plate glass with one single window below (one on one).

HURRICANE SHUTTERS

A building permit shall be required and each unit owner shall submit a request to the Board for pre-approval of the project.

All shutters must be of the accordion style with 5" nominal individual vertical slats with each slat covering the entire vertical of the window, which is the industry standard. When in the open (stacked) position slats shall be off to the sides with the exception of the bay window which may lose about 10" at the 80 degree corners. The color shall be white gloss finish.

Existing Roll-up shutters are Grand Fathered as of 3/13/2007. Removal of shutters will be done at owners' expense and shall include the repair of holes left from taking out the supports and all repairs to outside wall of building. Also, the unit owner is responsible to paint the newly patched work with matching paint to existing area.

34. A/C & WATER HEATER INSTALLATION

- A. When purchasing a new A/C or Water Heater the unit owner must advise the supplier that they must shut off the Upper and Lower Riser Valves and drain the A/C Riser before starting installation of the unit.
- B. **Owners/Residents must give 48 hours' notice to the office and the office must arrange the water shut off for the stack along with notice to the residents. The company doing the installation must be licensed and insured with proper paperwork submitted BEFORE and work can be done. Failure to provide the notification and required information will result in the vendor being turned away.**
- C. On the day of installation, the installers must check in with the Management Company. The installers and or maintenance personnel are to turn off the upper and lower riser valves and drain the A/C riser stack serving that unit before starting.
- D. When the installation is completed the installers and or maintenance personnel must open the valves that they closed earlier and ensure that there are no leaks before they leave the building.
- E. EMERGENCY SITUATIONS: The only exception that will be considered by the Board to the above rules will be the 48-hour notice rule on a case-by-case basis. All other rules must be complied with and any exception to the 48-hour notice rule must be signed off by a Board Member.

35. VACANT UNITS

When your unit will be unoccupied for more than 4 weeks, owner must notify the management and we recommend that you have someone perform a monthly general inspection of your apartment and do the following preventative measures,

- A. Sewer Gases Escaping – When the drains go dry and also when the toilet bowls aren't flushed, gases seep out into the apartment as well as to the apartments above. Please keep all drains and toilet bowls filled with fresh water on a monthly basis. Make sure that all tub, shower, and sink drains are filled with water.
- B. Water Leaking Into Units Below – Especially when a unit will be unoccupied for longer than 4 weeks. Inspect the apartment for water leaks and anything unusual before leaving. If the unit has hurricane shutters, close them during hurricane season.
- C. Rodents, Insects, and Bugs – Especially when the unit will be unoccupied for longer than 4 weeks. Make sure that all tub, shower, and sink drains are filled with water. Also, make sure that all toilets have been flushed recently and that all the lids are closed with a heavy object on top. Always look for rodent droppings and insects.

36. GENERAL SERVICES

- A. Each owner must inform the Management, by signed written authority, to grant entrance to anyone, workmen, employees, or contractors to their unit, when the owner is not present. He must also supply workmen with a means of entry. Without this, entry will not be permitted. The owner is responsible for all liabilities that may be incurred.
- B. Employees of residents and employees of Country Club Towers are not permitted to use the recreational facilities.

- C. When shutting off the sink disposal, leave cold water running at full flow for a few seconds to avoid plugging the drain.
- D. Each owner should have a service policy on his air conditioner and all major appliances.
- E. The Association shall have the right to request proof of insurance from any Unit Owner/Tenant and the Owner/Tenant shall be required to provide proof of insurance to the Association within ten (10) days of the written request.
- F. BOD Meetings will follow Roberts Rules
- G. Removal of live Christmas trees is the responsibility of the individual resident, and clean-up should be provided by that resident. The maintenance man is not involved in the removal or clean-up of trees. **Absolutely no** Christmas trees are to be put into our dumpster
- H. There is a five (5) mile hour or less speed limit in the Condo parking area, especially at the front door entrance. Always be alert for people entering and exiting the Condo.
- I. Country Club Towers has a Tele-entry security system on the west side of the front door. Resident's phone numbers are entered in the system by a Board Member. They are listed alphabetically by first name and given a code number. Your guest may locate your name and dial your phone. Or view an image of the guest on your Swiftlane App. Do not open the door to unknown or unexpected individuals.

To register with a SwiftLane:

1. Only Approved Owners/Residents (tenants) will be entered in the system;
2. Send a request to the Property Manager via email: cctoffice2500@gmail.com or come in person to the office to get set up.
3. Provide the following information: name spelling you would like to be displayed in the directory, phone number, email, and permission to receive notifications from Swiftlane.
4. Download Swiftlane App to your phone or other device.
5. Register on an App: countryclubtowersassociationinc
6. Use your phone number or email to register, if your information has not been entered into the system, please return to step 2.
7. Follow directions on an App to complete registration.
8. If you need assistance, please contact a Property Manager to assist with a setup.

37. ENFORCEMENT OF RULES

In the event there is a continual or willful violation of any of the rules contained herein, The Board may elect to take legal action. The cost of such legal action may be charged, in accordance with condominium documents, to the owner who violates the rules. Please cooperate.

Your Board of Directors looks forward to serving you to the best of their ability. With your help, we hope to make this a happy and safe building in which to live.