

# DOCUMENT COVER PAGE

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## Document Title:

HARWICK HOUSE, INC.  
RULES & REGULATIONS  
AS AMENDED JUNE, 1999  
( Warranty Deed, Mortgage, Affidavit, etc. )

## Executed By:

Diane E. Oliveira, Secretary  
Harwick House, Inc.  
625 Antioch Ave.  
Fort Lauderdale, FL 33304-3953

## To:

HARWICK HOUSE, INC.  
625 Antioch Ave.  
Fort Lauderdale, FL 33304-3953

## Brief Legal Description:

(if applicable)

RULES & REGULATIONS AS AMENDED JUNE, 1999  
Approved by owners via proxy and approved by the  
Board of Directors on August 24, 1999.



## Return Recorded Document to:

Diane Oliveira, Apt. #401  
Harwick House, Inc.  
625 Antioch Ave.  
Fort Lauderdale, FL 33304-3953

HARWICK HOUSE, INC  
625 Antioch Ave.  
Fort Lauderdale, Florida 33304-3953

**RULES & REGULATIONS  
AS AMENDED JUNE, 1999**

GENERAL

1. Consideration for other residents is the most important factor in making living in our condominium pleasant and comfortable. Congenial condominium owners are the greatest asset of Harwick House.
2. Loud talk, loud t.v., loud music, loud playing of musical instruments and the banging of doors should be avoided since other residents may be sleeping or resting. Work in apartments should be confined to 8:00 a.m. to 8:00 p.m.
3. No personal property of any owner or renter shall be kept in the common areas other than the designated areas.
4. All common areas should be kept clean. Cigarettes, cigars and trash in the pool area, parking area, walkways, laundry room, storage room and recreation room should be put in receptacles.
5. Bicycle riding is not allowed on condominium property. Bicycles should be walked when entering or leaving the condominium property.
6. Owners are responsible for the damage or defacement of common areas which they, their children, guests, employees or lessees may cause.
7. Misconduct, poor behavior or violation of these rules should be reported in a signed statement to the Board for follow-up and/or action to be taken as indicated.
8. Footwear must be worn at all times in the recreation room.
9. Grocery carts and luggage carriers should be returned to the storage area immediately after use and they are not to be left in the elevator or walkways.
10. Do not allow strangers to enter the building.
11. Smoke detectors are required and operational in each apartment.
12. Keys to Recreation Room door, fire exit doors and the elevator are available. Request for keys must be made to the Board of Directors for a charge.
13. When floor tiles are installed, noise transmission (sound proofing) is to be controlled by an approved manner and maintained.
14. Roller blades, roller skates and skate boards are prohibited on the catwalks and in the elevator.
15. Waterbeds/flotation bedding may be placed in an apartment. However, the resident shall be required to carry, in resident's name, flotation insurance in an amount no less than \$50,000. The policy shall carry a loss payable clause to Harwick House. A copy of the policy shall be provided to Harwick House prior to or at the time the flotation device is brought on the premises.
16. Boats, motor scooters, go carts, motorcycles and large trucks are not allowed on the property.

SWIMMING POOL REGULATIONS

1. Use of the pool facilities is restricted to owners, renters and their guests.
2. All persons should shower each time before entering the pool. This is for the protection of the pool operation as oil from suntan lotion will clog the filters and cause water circulation problems. All hairpins and curlers should be removed from the hair while using the pool since they will cause machinery malfunction. People with long hair must use a bathing cap.
3. Poolside furniture should be covered with a towel to protect it from suntan lotions or other oily materials.
4. Chairs and lounges must be carried and not dragged from area to area, nor be removed from the pool area.
5. Boisterous conduct, screaming, running, unnecessary splashing or throwing of balls or other objects in the pool or around the pool area is not permitted. Residents will be held responsible for all actions of their guests. Children who are not toilet trained and wear diapers, or children who ordinarily wear diapers, are not permitted in the pool.
6. Regulations as posted are to be respected.
7. Persons in wet bathing suits are not permitted in the elevator or the recreation room.
8. For the protection of all concerned, persons with open blisters, cuts, skin abrasions or any communicable disease are requested not to use the pool.
9. Persons using the beach should clean tar and sand from their feet or shoes prior to entering the building or pool.
10. Paper, cigarettes, cigars and refuse should be deposited in receptacles provided.
11. Children under the age of fourteen must be accompanied at all times by an adult in the pool area.
12. Glass containers of any kind are prohibited in the pool area.
13. As a safety measure, it is advised that no person swim alone.
14. All persons using the swimming pool or other recreation facilities do so at their own risk. At no time is there a lifeguard on duty. No liability whatsoever is assumed by Harwick House, Inc.

RECREATION ROOM

1. The recreation room is for the reasonable use of residents and their guests at any time unless previously reserved. This room is to be cleaned of litter and restored to its original condition after use.
2. This room may be reserved and used by owners for social functions when authorized by the Board of Directors, but not for religious or political meetings.
3. No furniture shall be removed without approval of the Board of Directors.
4. No outdoor cooking grill may be used on the pool deck.
5. Employees of owners, renters or guests are not to use these areas.

PUBLIC AREAS

1. The bulletin board is for the use of Harwick House Board of Directors and Owners. Please keep items small and neat. Prior approval from the Board of Directors must be obtained for any other notices.
2. Children are not to interfere with the operation of the elevator, play on the walkways or stairs. Small children must be accompanied by an adult when using the elevator.

3. No furniture or decoration of any kind is to be installed or removed from the recreation room, the common areas or the pool without the approval of the Board of Directors.

### PROPER CONDUCT

1. Door to door solicitation is not permitted anywhere in the building for any purpose, cause or charity.
2. No business may be conducted from any apartment.
3. No public sale of merchandise shall be allowed in any of the apartments.
4. Nothing shall be attached to the railings of the walkways either temporarily or permanently without the prior authorization of the Board of Directors. No plants, pets, receptacles or other movable objects may be kept or maintained on walkways. Buckets under air conditioners are allowed. No objects may be hung from window sills or railings. Nothing shall be shaken from windows or doors. Birds or wild life are not to be fed from the condo.
5. Residents may not use condominium property for their personal use except as outlined above.

### LAUNDRY ROOM

1. The coin operated washers and dryers are available to residents only on a first-come, first-serve basis. Operating instructions and rules for use of these machines are posted in the laundry room and should be observed. The laundry room is to be used only from 8:00 a.m. to 9:00 p.m. daily.
2. Leave machines and room clean. Remove lint from dryer filters. Remove clothes and turn off lights and fan.

### PETS

1. In accordance with the Rules and Regulations of Harwick House and the By-Laws, dogs, cats or any other pets are absolutely prohibited.

### GARBAGE

1. Garbage should be placed in a bag and tied and disposed of in the "dumpster". All boxes need to be crushed.
2. Newspapers and "commingled" go in the designated recycle bin. See instructions on bulletin board in laundry room

### PARKING

1. Parking spaces are for passenger automobiles only and no boats, trucks, mopeds, motorcycles, trailers or other objects shall be placed in or around the assigned parking space
2. Be sure to park your car within the designated space. Encroachment on your neighbor's space will create dissention and may cause damage to cars.
3. Keep the driveways and entrances clear. When you leave your car, park it in your own space. Assigned car space is marked and is not for parking use by others, except when permitted in writing by space holder.
4. To avoid possible serious accidents, drive slowly (5 MPH) through the parking area.

5. Head in parking only is permitted.
6. There is no guest parking. Owners may arrange for guest parking from other owners on a temporary basis where space is available.
7. Washing of cars is permitted only once a week — on street parking space near faucet.
8. All oil , grease or other fluids leaking from cars must to be repaired immediately. Owner of assigned space is responsible for any damage to the asphalt paving.

#### RESALE OF APARTMENTS

1. Notice of sale and rental of apartments is permitted on the authorization bulletin board by Harwick House owners. The resale must be in all respects legal and in conformity with the legal documents of Harwick House and the Rules and Regulations.
2. To sell an apartment in Harwick House, an Application Form, to be obtained from Management, must be completed. The seller must furnish the buyer with the Articles of Incorporation, the Declaration of Condominium, the By-Laws and the Rules and Regulations. Completed Application Forms with the Application Fee are to be returned at least 30 days prior to closing for approval by the Board of Directors.  
Arrangements must be made for an interview of the proposed purchaser by a committee authorized by the Board of Directors. After the interview and after the receipt of all documents, including the Application Fee, the Board of Directors will approve or disapprove the proposed sale and advise the owner of the action taken as promptly as possible.
3. Owners, in all instances, shall make their own deal with the purchasers directly or through a real estate agent or an attorney. A copy of the Contract for Sale and a Certified Copy of the Deed must be provided to the Board of Directors
4. The owner must furnish every agent with a listing of an apartment for sale in Harwick House a copy of all legal documents, including these Rules and Regulations.

#### LEASING APARTMENTS

1. A lease is not permitted for less than three months in any 12 month period, nor for more than one year. Apartments may be rented only once in any twelve month period.
2. To lease an apartment in Harwick House, an Application Form, to be obtained from Management, must be completed. The lessor must furnish the lessee with the Articles of Incorporation, the Declaration of Condominium, the By-Laws and the Rules and Regulations. Completed Application Forms and the Application Fee are to be returned at least 30 days prior to renting for approval by the Board of Directors.
3. Each lessor shall authorize Harwick House, as Owner's agent, to terminate said lease by legal means and eject the lessee for violation of any rule or regulation of the association, if such action is deemed necessary by the Board of Directors.
4. The present owner must apprise the lessee of the importance of complying with all regulations.
5. A copy of the executed lease must be filed with the Board of Directors.
6. The owner is responsible for any and all damages to common condo property caused by lessee.

#### GUESTS - WHILE OWNER IS NOT IN RESIDENCE

1. The Board is to be notified in writing of the dates when anyone will be occupying your apartment when your are not in residence.

2. No children under the age of 18 years of age shall be permitted to occupy an apartment overnight unless his or her parent or an approved adult is in residence that same night.
3. The maximum number of persons who may occupy an apartment overnight or at any time is:
  - (a) One bedroom..... 4 persons
  - (b) Two Bedroom..... 6 persons
4. No pets of guests may be brought into Harwick House.
5. Violators of the Rules and Regulations will be forced to vacate.

### GUESTS

1. All guests must be made aware of the Rules and Regulations by the owner. The owner is responsible for his/her guest's behavior and damages.

### USE OF ELEVATORS

1. Adults must accompany small children when using the elevator.
2. No smoking, eating or drinking is permitted in the elevator.
3. The elevator "hold" button is for EMERGENCY USE ONLY.

### COMMON STORAGE AREA

1. Items stored in the common storage room must be stored within your marked area. All others will be cleaned out and discarded without warning.
2. Furniture, mattresses, tires and similar combustibles should not be stored in these areas.
3. Volatile liquids, paint thinners, paint removers, paint brush cleaners, paints and lacquers must not be placed in storage at any time due to extreme fire hazards.
4. Periodic checks by the Fire Marshall and Insurance Inspectors are made to insure the safety of Harwick House residents. Unless dangerous conditions are avoided, we are subject to fire hazards and increasing insurance rates.

### ENTRY TO APARTMENTS

1. In accordance with the Florida Condominium Law and Harwick House Rules, in case of an emergency (such as flooding due to damaged water lines, fire, hurricane, etc.) originating in or threatening any apartment, regardless of whether or not the Owner is present at the time of such emergency, the Association has the right to enter such apartment for the purpose of remedying or abating the cause of such emergency. Owners are required to give the Board an entry key or notify the Board who locally has these keys.
2. Each Owner who plans to be absent for a trip of several days or for an extended period of time must prepare their apartment prior to their departure in a responsible manner (water and electricity in particular— i.e., turn main water valve off, turn Hot Water Tank valve off, turn all circuit breakers for electricity off, cover toilet with Saran Wrap (not foil), lock windows and doors, etc.) and should designate a responsible firm or individual to care for their apartment in order to avoid and remedy any storm damage, if any. The name of said firm or individual must be given to the Board of Directors. The Owner must accept responsibility for these people.

**MAINTENANCE, MONTHLY PAYMENTS**

Payment of your monthly maintenance charge is due and expected on the first day of each month. No statements are sent to you. You must automatically send in your monthly maintenance dues. Checks should be made payable to Harwick House, Inc. A charge of \$25.00 will be assessed for payments over 15 days late. An additional \$25.00 fee will be levied for returned checks (NSF).

**CORRECTIVE ACTION**

Any fine levied against an unit owner for failure of the unit owner, their guest, or invitee to comply with these Rules and Regulations or any provisions of the By-Laws, Declaration of Condominium, or Articles of Incorporation, may not exceed the sum of \$100.00. The Board of Directors shall give the unit owner a reasonable notice per violation of not less than 10 days of the intended fine to provide the unit owner with an opportunity to respond to the charges. The unit owner must request a hearing before the Board to contest the charges within 10 days of receipt of the notice, in which event the fine cannot be levied until after the hearing of the Board of Directors against the unit owner.