

## **BOARD MEETINGS**

Only unit owners are permitted to attend Board Meetings.

## **TIVOLI COURT BOARD OF DIRECTORS**

Tivoli Court Board Members are not employees of Tivoli Court. They are residents who volunteer and work tirelessly without remuneration to help facilitate a quality lifestyle for our community. Board members receive no special privileges or perks and are bound by the same rules and regulations as everyone else.

## **GENERAL RULES AND REGULATIONS**

1. No antennas or loudspeakers shall be installed outside of apartments or on roofs.
2. All persons are expected to keep noise levels low enough so as not to disturb others. This includes the playing of televisions, radios and phones.
3. No clothing, shoes, towels, laundry, bedding, mops, rugs or similar items may be aired on the catwalks, terraces, balconies or any other exposed area visible to the public.
4. Residents and guests must keep walks, hallways, elevators, laundry rooms and other elements clean and free from litter.
5. Any potential purchaser or renter must submit to a background check before their application can be processed.
6. Unit owners will be held responsible for any damage caused to Tivoli Court property by any guests, renters or relative of said unit owner.
7. Residents who are snowbirds or will be gone for a period of time must leave keys to the unit and vehicles with an available neighbor in case of emergency.
8. All notices/flyers/announcements posted in common areas such as (but not limited to) building lobbies, pool house, elevators, bulletin boards must be Board approved.
9. No personal items or plantings may be placed along any fencing that surrounds Tivoli Court.
10. Smoking in elevators, on catwalks or in stairwells is prohibited.

## **ANIMALS/PETS**

1. No animals or pets of any kind, with the exception of 1 cat, caged birds, and goldfish, shall be kept in any unit or on any property of the condominium. However, specially trained dogs or emotional support animals are permitted for people with disabilities as prescribed by law with proper documentation
2. Pet owners must clean up after their pets, particularly waste.
3. Pets must be on the leash at all times, no exceptions.
4. No pets can be outside or on catwalks without the owner holding the leash.
5. No pets can be repeatedly walked on the catwalks or in front of the units on the first floor, as a substitution for outside walks. Catwalks are only to walk the pet to the outside areas and back.
6. Pets are to be kept on a very short leash and very close to the owner while on catwalks, even if nobody is around, as it could be a tripping hazard for nearby apartments.

7. Pets must not be a public nuisance ie, barking, jumping, growling or snapping at other animals or residents.
8. All pets must be vaccinated. A current certificate of verification from a Doctor of Veterinary Medicine must be kept up to date. Proof of vaccination may be requested at any time.
9. Cats must be kept indoors at all times. They are not permitted to wander outdoors under any circumstances.
10. Refrain from walking behind the buildings to respect the privacy of residents living on the first floor.
11. If a pet is considered a public nuisance, the owner will be ordered to remove the pet from the premises.

### **COMMON ELEMENTS/ USE AND CARE OF TIVOLI COURT**

1. Use of the front of any Tivoli Court building or of the catwalks for chairs, chaises, wheelchairs (except for people with a related disability), blankets or any form of exterior leisure is forbidden. Tivoli Court owns 20 feet of the land that abuts our buildings in the rear. The use of this area for sunning is permitted. After such use, all chairs or other equipment must be physically removed from sight.
2. No trees, shrubs or other plants may be placed on common property (including catwalks) without prior written approval of the Board of Directors. This prohibition does not pertain to foundation plantings around the immediate building area of the owner's unit.
3. Outdoor cooking or picnicking is forbidden except for the BBQ grill in the pool area. These may be used AFTER 4:00 p.m. Eating is only permitted under the canopy area. Users must clean the grill and the surrounding area when done. All garbage must be removed and placed in a building dumpster.
4. The common elements of Tivoli Court may not be used for any type of sport.
5. No decorations or holiday trimmings of any kind are allowed on the exterior of a unit, including the catwalk, with the exception of small religious decorations on the front door, but behind the screen door.
6. Unit owners are responsible to maintain windows, front doors, screen doors and utility doors uniformly and in good order. All utility doors must remain unlocked. If there is an emergency with the air conditioning or hot water heater, access must be available.

### **OWNER/ LESSEE JOINT RESPONSIBILITIES**

1. Any unit owner leaving their apartment for more than *one week* MUST turn off the water for the unit. The water turn-off valve is located in each individual utility room. Upon failure of the unit owner to comply with this ruling, the unit owner will be obligated to pay the cost of repairs necessitated by any water leakage during the unit owner's absence.

2. If water damages a unit from a pipe that services more than one unit, the Association is responsible to fix the pipe. If water damages a unit from a pipe that serves only the one unit, the unit owner is responsible for the repair of the pipe.
3. Due to the threat of mold spores, each unit must maintain the thermostat at 80 degrees or lower when the apartment is unattended.
4. Any removal of Tivoli Court property without written permission from the Board of Directors will be subject to a fine.

### **WILD ANIMALS**

1. Giving food or water to any animal outside the confines of a unit owner's own apartment is *strictly* prohibited. Anyone caught doing so will be subject to fines and other penalties. This includes stray cats, squirrels, birds, raccoons, etc

### **SAFETY**

1. All persons must obey the established traffic signs, including stop and speed limit signs. The entire Court is "one way". The speed limit within the Court is 15mph. Parking is "head in" only.
2. Drivers who violate the entering and exiting directional signs in Tivoli Court will be written up by the Security Department. The report will be sent to the Board of Directors for appropriate action.
3. Catwalks must be kept free of bicycles and other privately owned furniture, door mats, equipment and plants. NO plants may be hung on the walls of catwalks unless designated by the Board of Directors. No plants may be hung on light fixtures.
4. You are urged to acquaint yourselves with the fire extinguishers, two of which are hanging on the catwalks on each floor. Read the directions carefully so you will know how to use them in case of emergency.
5. IF YOU ARE IN AN ELEVATOR THAT MALFUNCTIONS, Lift the phone from the hook and call the Northgate at 561-434-2485 Tell the Security person what building number you are in and they will come immediately. Or call 911. Use your cellphone to call security if necessary.

### **POOL AND POOL HOUSE**

***PLEASE FAMILIARIZE YOURSELF WITH THESE RULES. EACH RESIDENT WILL BE HELD RESPONSIBLE FOR DAMAGE CAUSED BY HIS/ HER GUESTS.***

1. Pool hours are from 7am to 10pm. Swimming is only permitted from dawn to dusk as per Palm Beach County regulations
2. Swim noodles are permitted in the pool as long as they do not interfere with other pool users. Rafts and inflatable toys are not permitted.
3. Under no circumstances will animals be permitted in the pool house or pool area.

4. Only non-alcoholic beverages in non-breakable containers are allowed in the pool area. No food is allowed in the pool area with the exception of barbecuing after 4:00 p.m.
5. All children under fourteen years of age must be accompanied by a supervising adult at least eighteen years of age while in the pool or pool area. Tivoli Court is not responsible for children left unattended at the pool.
6. Children who are not potty trained MUST wear swim diapers and be accompanied by an adult, both in the pool and the surrounding pool area.
7. Play pens are not allowed in the pool area. Baby strollers are allowed as long as an adult is present and the stroller does not block doorways or hinder the ability of others to walk about freely.
8. Chairs, lounges and tables are provided for residents and guests. They must not be removed from the pool area. Towels must be placed on lounges and chairs when in use. When leaving the pool area, all towels, clothing and other materials must be removed from chairs and lounges and lounges must be replaced to original area.
9. Residents and guests are requested to help keep the pool area clean, including the lavatories, and to use trash receptacles for refuse.
10. No resident may use the pool area for private parties or functions unless prior approval has been secured from the Board of Directors.
11. Use of the pool and pool house are restricted to Tivoli Court residents and their guests. Guests must be accompanied by the resident.
12. Umbrellas should be closed when not in use or when windy conditions prevail.
13. Use of soap or shampoo is forbidden while using the pool shower.
14. Smoking is prohibited in the pool, pool area and pool house.
15. Pool cameras record all activities 24/7

### **PARKING AND VEHICLES**

1. There is NO reserved parking. Resident parking is on a first come, first park basis. All residents, year round or snowbirds, will equally share the same privileges.
2. Only one car per unit is allowed to be parked facing the building. Others must be parked across from the building in which you reside unless no spots are available.
3. Only one car per licensed and vetted residents with a maximum of 4 vehicles is permitted to be parked in Tivoli Court.
4. All guests must adhere to Tivoli Court parking rules, park in guest spot only and **display a valid pass**. Failure to do so may result in the pass being revoked or vehicle being towed at owner's expense.
5. All vehicles must have an unexpired registration and change in license plate must be reported to the Management company.
6. **Strict towing policies (at owner's expense) are in place for vehicles found in violation of Tivoli Court Rules and Regulations**
7. No trucks, commercial vehicles (except during periods of service), motorcycles, mopeds or large non-passenger vans may be parked in Tivoli Court.
8. Unsightly or inoperative vehicles may not be parked in Tivoli Court.
9. Parking of campers, boats and recreational vehicles is not allowed.

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10. Spots are not available to be used for personal or commercial vehicles with signs or lettering of any kind.
  11. Residents are allowed to wash and wax their vehicles. All soap and other residue must be washed away. Outside washing services are permitted as long as they are registered with Security.
  12. Automobiles left for periods of time longer than two weeks ie, vacation, snowbirds, must be removable in case of emergency or maintenance needs. Therefore, keys must be left with an available neighbor. They must also be parked across from the building in spots farthest from the elevators and NOT in handicapped spots. Any cost resulting from residents' failure to heed this rule will be the responsibility of the resident.
  13. Use of car coverings is prohibited.
  14. All cars must have a #7 sticker affixed by Security personnel. This sticker is available at the FCO office.
  15. Golf/leisure carts are prohibited in Tivoli Court except for Maintenance, Management or Security people.

### **BICYCLES**

1. Bicycles may be stored in the rear of storage rooms providing they do not interfere with residents ability to freely access their storage bins. All stored bicycles must be tagged with the name and unit number. Unidentifiable bicycles will be removed and donated to charity. The same will be done to any bicycle that is rusting out, has flat tires, and appears to be abandoned.

### **GARBAGE/HOUSEHOLD TRASH**

1. All garbage and soiled diapers must be securely enclosed in PLASTIC bags upon disposal.
2. Absolutely no loose items are allowed to be put into the trash chute. All trash has to be placed into a garbage bag that is tightly closed before being thrown down the chute. No boxes, cat litter, bottles or any bulk items can be put into the chute, unless they are inside a garbage bag.
3. Cartons must be broken down into smaller pieces and placed directly into the dumpster, NOT the trash chute, so as not to clog up the chute.
4. Renovation or construction jobs must be authorized and contracted to be "broom clean". The resident will be responsible for clean up of any trash, dirt or stains or other damages left behind by a contractor.
5. No construction or demolition debris or trash may be thrown into the trash chute or dumpster.
6. Bulk items for disposal must be left outside in the diagonally lined area in the parking lot Tuesday evening for Wednesday morning pick up.

### **CONDOMINIUM RENTALS AND RESTRICTIONS ON PURCHASE/OCCUPANCY OF**

## **CONDOS**

1. Tivoli Court is a 55+ community.
2. A completed written application must be submitted at least 30 days prior to occupancy, along with a non refundable payment of the maximum allowed by law for investigation costs before a rental is approved.
3. All unit owners are required to supply guests and tenants with a copy of the Rules and Regulations. Purchasers and renters are required to appear before an Interview Committee.
4. To preserve a single family community permanent occupancy shall be limited to not more than two (2) persons, related or unrelated, per bedroom in the unit.
5. A unit owner may not lease their unit to a tenant during the first year of ownership of the unit. After said first year, a unit may be leased, but the tenant may not sublease or sublet the unit, said renter must have a credit score of 675 or greater.
6. The period of time for any rental may not exceed two rentals per calendar year of not less than three months each rental.
7. Occupancy of a unit during the owner's absence (except for immediate members of the family, as herein above defined) is considered a rental and therefore illegal if prior approval by the Board was not received. The definition of "immediate members of the family" is confined solely to parents of the owner or spouse of the owner, children, grandchildren, brothers, sisters and the spouses of these members.
8. Any potential purchaser or renter must submit to a background check before their application can be processed. A background check and an application for occupancy are also required for any guest who will be visiting a current resident of Tivoli Court and staying for longer than 30 days, with the exception of immediate members of the family (described above), for whom the background check and an application are required after 60 days. The application must be submitted with a \$50 fee per each occupant 10 days prior to the expiration of the 30/60 days rule. Any visitor not complying with this rule will be asked to leave immediately and all the fees and fines associated with this will be charged back to the owner of the unit.
9. All occupants, whether by rental or members of the family, must obey all the rules of the Tivoli Association. The breach of such Rules will be ascribable to the owner, and may require eviction at the expense of the owner. A unit owner is expected to make any occupant aware of the Rules. Ignorance of the Rules will not be accepted as a defense to any breach.
10. The owner of a unit is obligated to occupy and use his unit as a single-family, private dwelling, for himself and the members of his family and his social guests, and for no other purpose.
11. Where a Corporate entity is the owner of a unit, it may not designate the occupants of the units without compliance with the provisions of Sections A and B of Article XI of the Declaration of Condominium.
12. The following is required from a buyer of a unit in Tivoli Court who is taking out a mortgage from a non-institutional lender: A minimum 20% down payment on the total mortgage, The past three income tax returns, Verification of current earnings, company name, and how long the buyer has worked at the company.

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13. Charges will be made for non-remove of cartons, tiles, cabinets, etc., left during the moving in and out of a unit by the two parties. The charge will be made to the buyer if he or she has taken title. Any trash removed before title has changed will be charged to the seller. If the charges are not paid, they will not be able to close. The Board will not accept the excuse that they did not read the Rules & Regulations.
  14. The number of persons in the family applying for approval of purchase of a unit will be limited to not more than two to a bedroom.
  15. Applicants should be made aware, on or before making application for approval of purchase, that upon approval they become subject to the Rules & Regulations of the Condominium Association, a copy of which is available to the applicant.
  16. Potential Lessees and Purchasers are required to appear before an Interview Committee.

### **INTERNAL CONSTRUCTION AND ALTERATIONS**

*It is the owner's responsibility to inform contractors of the strict enforcement of all rules and regulations pertaining to construction and alterations.*

1. Refurbishing or replacing bathrooms, kitchens, closets, televisions, fans and light fixtures is permitted. ALL debris associated with the construction must be removed from the property by the contractor. Under no circumstances will any construction debris be allowed in building trash dumpsters. The removal of construction debris by Tivoli Court will be back-charged to the unit owner.
2. Work must not commence before 8:00 a.m. and must completely stop by 6:00 p.m., Monday through Saturday so as not to disturb the peace of other residents.
3. Internal construction is not allowed on statutory holidays.
4. Vehicles belonging to contractors are subject to all Tivoli Court traffic and parking regulations. Pursuant to Florida State Statute 715.07, "*Violators will be towed at owner expense.*"
5. It is the owner's responsibility to ensure that there are no damages to Tivoli Court Common Elements during construction. All dirt and debris must be thoroughly cleaned from the catwalk at the end of each day and upon completion of the work project. Cost of clean up or repair done by Tivoli Court will be back-charged to the unit owner.
6. Violations may result in fines/other measures at the direction of Board of Directors.
7. All contractors must be licensed and insured. All unit owners must have a completed SIGNED & APPROVED Alteration Form on file for the work being performed for any major work being done inside or outside the unit.
8. Installation of tile and wood flooring in the living area of all second and third floor apartments is permitted, provided that proper soundproofing has been installed. SPECIFICATIONS FOR THE SOUNDPROOFING MUST BE SUBMITTED TO OUR MAINTENANCE CHAIRPERSON FOR APPROVAL BEFORE INSULATION MAY BE INSTALLED. If not followed, it may require the tearing out of the tile in order to install the proper insulation.

9. The color of hurricane shutters that are to be installed must be white only. Hurricane shutters for windows facing the parking lot, in the front of each unit, must be the accordion type ONLY, with the capability of locking the shutters on the outside or inside. Unit owners who desire to place hurricane shutters on the terrace or rear windows of their apartments shall have the option of using either the accordion type or the roll-up type. Shutters may be of any approved material as long as the strength is sufficient to be covered by Florida State Code. Any licensed company may be used for the purchase and installation of shutters.
10. No building materials or equipment is to be used or left in front of the building at any time.
11. All glass windows, panels, screen doors, or sliding doors must be bronze color on the outside and must be approved by the Board of Directors.
12. No alterations to common property or to limited common property such as patios, terraces or entrance areas may be made except by written approval of the Board of Directors.

### **DELIVERY/MOVING PROCEDURES**

1. Deliveries and moves are permitted Monday-Saturday from 8:00 am to 6:00 p.m.
2. Delivery/ moving trucks are not allowed to block building entrances or exits. Trucks are not permitted to block the roadway.
3. Movers and delivery persons must be considerate in tying up the elevator for extended lengths of time. Residents come first and must have right of usage.
4. Large cartons should be removed by the mover or delivery person. Delivery or moving cartons may not interfere with normal household trash disposal by taking up all the space in the dumpster.

### **STORAGE BINS**

1. No unit owner is entitled to more than one storage bin.
2. All storage bins must be clearly identified by owner's unit number.
3. Personal property left outside a unit owner's storage bin constitutes a violation of the fire code and will be removed without notice.
4. Unit owners may not tamper with the air conditioning controller in the storage room. A properly maintained temperature in the months throughout the year gives unit owners a welcome spot to leave those effects requiring an even temperature.
5. Doors to the storage rooms must be locked at all times upon leaving.

### **FINES**

1. The Florida State Legislature has granted Condominium Associations the right to impose a fine of up to \$100 (or the maximum amount as allowed by law) on any unit owner for each violation of the Declaration of Condominium, ByLaws or Rules. The party against whom the fine is imposed shall be afforded an opportunity for a hearing before a grievance committee after reasonable notice of not less than fourteen days. Said notice shall include a statement of the time, date and place of hearing. Notice should also include a statement of the Declaration, ByLaw or



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Regulation which is alleged to have been violated and a short, plain statement of the matter asserted by the Association.

2. The party against whom the fine may be levied shall have an opportunity to respond to present evidence and to provide written and oral arguments on all issues involved. The party shall have the opportunity at the hearing to review, challenge and respond to any material considered by the Association.
3. A written decision shall be rendered by the Grievance Committee and a copy mailed to the unit owner and his representative, if applicable.
4. Fines must be paid within 90 days after receiving the final notification of the Grievance ruling. If the fine is not paid in that period of time, the resident risks the loss of cable and bar code deactivation
5. Any unit owner who receives three or more citations for the same offense will be subject to fines.

### **HURRICANE RULES**

Any resident who will not be in attendance at his unit for 72 hours or more from June 1st to November 30th shall be responsible to remove all loose objects, ie, flower pots, chimes, bicycles, etc. that could become potential missiles in the event of a hurricane. Failure to do so may subject the owner to an assessment of the cost of securing or removing such objects, plus a fine of up to \$100. (or the maximum amount as allowed by law), as determined by the Board of Directors. All items must be placed indoors and not in the common areas.

### **ROOF**

For the safety of all residents, roof access shall remain locked at all times. Contractors requiring roof access **MUST** arrange to **OBTAIN KEYS** from the Property Manager. Your contractors will need to register with Security at the gate house and residents will be responsible for missing keys or any roof damage done by their contractors.

### **INSURANCE INFORMATION**

For your own personal protection, it is the resident's responsibility to have Homeowners' Insurance policies to cover the contents of the unit and any additions or alterations made. Current condominium regulations do not permit a condominium association to insure wall coverings, floor and ceiling coverings, or any item within the unit (including electrical and plumbing fixtures, appliances, built-in cabinets, etc.). You should provide for coverage of these items in your homeowners' coverage. Please discuss this with your insurance broker.