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OF  
HALF MOON BAY PHASES I AND II**

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PHASES I AND II

Tel. 561-585-9870

Phone 585-9870

Condominium Association

7050 Half Moon Circle — Hypoluxo, FL 33462

## Important Correction to your Document

Page E1 of Rules and Regulations:

The second paragraph is in direct conflict with our documents as to sections B2, B3, B4 and B37.

The only limited Common area is the car ports.

The original documents supercede the rules and regulations sent out by Joe Cardinal on 4/13/92.

To correct this, please do the following:

Turn to page E1 - 2nd paragraph, 2nd line and delete the word 'only'. 3rd line, delete the word 'and', 4th line insert quotation marks around "undercover parking areas are limited property."

By order of your Board of Directors, May 1, 1999



Frank Seeley, President

Insert this page in your documents, page E-O

# HALF MOON BAY CONDOMINIUM ASSOCIATION

## PHASES 1 & 2

### RULES AND REGULATIONS

4-13-92

All people do not like Condominium Living because rules are necessary to serve the rights of the individual and to assure harmonious living. All owners were given a set of Condominium Documents containing, Declaration of Condominium, Articles of Incorporation, By-Laws and Rules and Regulations. It was your duty to read and digest them before taking Title because when you accepted them you agreed to abide by these documents. Most of our owners want a well run place, which can only be accomplished by abiding by our rules and documents and the following are for their benefit. The best thing the others can do is to move as your Board has a fiduciary responsibility to uphold them.

Owners are entitled to the use of their apartments and the common facilities but they must understand that they ~~only~~ have title to their apartment. Entrance alcove, porches, ~~and~~ (undercover (parking areas are limited common) property) and while they have exclusive use of these, they belong to your Condo. Assoc. and any alterations or other uses are forbidden without the express permission in writing by your board providing it does not conflict with the documents. All alterations in your apartment must have Board approval. Owners are responsible for all people they bring onto the property including but not limited to Guests, Family, Contractors Maids and all others. Contractors must have and file with the Assoc. proof of Compensation. Liability and Property Damage Insurance.

This compilation of Rules and Regulations has been prepared for your convenience, together with the By-Laws and Documents govern the operation of our Assoc., and they may be changed as conditions warrant. Suggestions for changes should be made in writing and submitted to the Association.

The key to our successful operation rest with our owners who must not unreasonably disturb or conflict with the rights of other owners, so that all may live harmoniously.

1. The Board of Directors must approve the leasing of Entire Apartments (Governed by rule XXVI Declaration of Condominium) which may be leased only for a Period that EXCEEDS SIX (6) MONTHS BUT NOT MORE THAN TWELVE (12) MONTHS. SUBLEASING OR PARTIAL LEASING IS NOT PERMITTED AND ALL SUCH LEASES SHALL BE IN WRITING AND ON A FORM PRESCRIBED BY THE BOARD. PROOF MUST BE SUBMITTED FOR RELATIVES WHO ARE ONLY ALLOWED A STAY OF THIRTY DAYS AFTER WHICH THEY ARE CONSIDERED TENANTS AND MUST BE SCREENED AND A LEASE OBTAINED. IMMEDIATE

FAMILY CONSISTING OF OWNERS CHILDREN AND PARENTS ARE EXEMPT FROM THIS RULE. All lease Approval applications must be accompanied by a transfer fee of \$100.00. Renewals of annual (12 months) leases are not subject to the fee. All other leases are considered new contracts and the application fee applies. Forms may be obtained at the association office without cost.

2. Application for sale, transfer or lease of apartments as per Rule XXVI (Declaration of Condominium) must be presented to the Association at their office for Director's approval at least thirty (30) days prior to effective date.

3. It is the responsibility of all owners who will held liable for their guests and or lessees that they be made aware of all rules and regulations of the Association. A copy of these rules MUST be given to guests and lessees prior to occupancy.

4. All owners and lessees must notify the Association in writing of the names of all overnight guests or relatives together with date of arrival, length of stay and whether they are friends or relatives.

5. No children under 18 years of age are permitted as overnight guests unless an adult is also in residence, and then for only for periods not to exceed a total of thirty days in any twelve month period.

6. Children shall not be permitted to loiter or play on the stairways or in the halls, lobbies, elevators and traffic areas.

7. The public halls, sidewalks, stairways shall not be obstructed or used for any other purposes than ingress and egress from the apartment, except that bicycles may be stored in the dead area of the first floor stairway, at owners risk. Make sure there is access to the sprinkler valves.

8. No disturbing noises shall be permitted in the buildings by owners, tenants, family, friends or servants that will interfere with the rights, comforts or convenience of others. No musical instrument shall be played on the premises between the hours of 11.00 PM and 8:00 AM following, if the same shall disturb or annoy other occupants of the building.

9. No rugs shall be beaten on the porches, terrace, stairwells, halls, or corridors, nor dust rubbish or litter swept from the premises or any room thereof into any of the halls or entryways of the building.

10. Nothing shall be thrown or emptied by the owners, lessees or their servants out of the windows or doors, or down the passages, courts, or in the building areas nor shall anything be hung from the outside of the windows or railings

or placed on the outside window sills.

11. No exterior shades, awnings or window guards shall be used except such as shall be put on or approved by the association.

12. No sign, signal, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the apartment building, except such as shall be put on or approved in writing by the association. This is a residential community and as such no commercial activities will be allowed.

13. No radio or television aerials or connection shall be installed by the members outside of their respective apartments.

14. Unless the association gives advance written consent in each and every instance, owners or lessees shall not install or operate in the premises any machinery, or use or permit to be brought into the building any inflammable oils or fluids such as gasoline, kerosene, naphtha or benzine, or other explosives or articles, deemed extra hazardous to life, limb, or property, except during power failures. The use of cooking grills of any type on the individual patios or balconies is prohibited.

15. The water closets and other water apparatus shall not be used for any other purpose than that for which they were intended, and no sweepings, rubbish, rags, papers, ashes or other foreign matter shall be thrown therein. Any damage resulting to them from misuse of any nature or character whatever shall be paid for by the owner who shall cause it. Water is a precious and increasingly costly commodity and in the interest of conservation of our natural resources, it is the responsibility of the owner to see that it is not wasted.

16. All Apartments must be fully carpeted with sound resistant material, except in the kitchen, and bathrooms. Entranceway and other areas may be covered with other sound resistant materials, but only after written application to the Board and after receiving written Approval from them. All tile if approved must have a underlay of one-quarter inch sound absorbing cork on all floors except the first floor,

17. The Association must have a key to all apartments in the event of an emergency, i.e., fire, water leakage, etc. When leaving your apartment, be sure that your windows and sliding doors are securely locked. All owners or lessees leaving for an extended period of time must advise the association office of the date of departure and date of return. Also it is suggested that the main water valve in your apartment be shut off for this extended period, remove all loose furniture and other articles from porches and make proper provisions for Mildew.

18. Garbage and Rubbish: Dispose of most of your wet garbage in your kitchen garbage disposal unit. Try it you will be surprised how much it will handle. The rest securely wrap in heavy rip free plastic bags and put down garbage chute. Objects too large and cardboard cartons should be carried to the first floor trash bin. Newspapers, glass and plastic should be placed in their respective containers in trash room 1st floor. Read the signs over trash chute doors on each floor.

19. The use of lawn and patio furniture, etc., on all common areas in front of and adjacent to all buildings is prohibited.

20. Proper attire must be worn at all times in the lobbies, elevators, halls, catwalks and all common areas, wet bathing attire is not allowed in elevators. Proper attire will be determined by the Board.

21. Pets of any kind are not allowed in our buildings, grounds or on or in any part of our properties. Guests, visitors of unit owners or tenants must be made aware of this rule as no exception will be permitted at any time or for whatever reason.

22. Recreation Areas: All rules set up by the Master Association concerning Clubhouse, Swimming Pools, Tennis Courts and Common areas under their control must be adhered to.

23. Parking: Parking areas upon Condominium property shall be used only by Unit Owners, their tenants, and guests. Only automobiles and vans constructed as private passenger vehicles with permanent rear seats and side windows may be parked. The Board will determine whether Vans are of the passenger type and approval must be obtained before parking them in our parking area. Temporary parking of commercial vehicles making deliveries or those used in connection with providing services to unit owners will be allowed during daytime hours only. All vehicles parked upon condominium property must be in good condition and in a good state of repair. No vehicle which cannot operate on its own power or which does not have a currently valid license plate or one which is leaking fluids on the asphalt shall be removed immediately or will be towed away at owners expense. Owner will be held liable for cost of repairing all damage. No vehicle shall be placed on blocks, jacks or similar device nor shall battery cables be disconnected while on Condominium property. Covered parking areas are limited common property and are for the exclusive use of the unit owner or their tenant and no one else has the right to its use with one exception. The owner can request the Board in writing for approval to allow another owner of our condominium to use his allotted space temporarily during his absence. Then and only upon the Boards approval can the space be used. No vehicle can be left unattended by an absentee owner without a set of

keys, the name and number of a car-sitter and proof of a current insurance policy being filed with the Condo. office. Caretaker must be available to remove the vehicle in an emergency or for other reasons. Guest parking spots are common property and cannot be claimed by Unit owners for their exclusive use, used for storage, nor can vehicles be covered and must be used only as transient spaces. All unit owners must display a Half Moon Bay sticker on the right side of the rear window. All cars must be parked front end facing in.

24. Car Wash: The car wash provided at the Northwest corner of the property is for the convenience of Unit Owners only. All other equipment or machinery shall be considered unlawful use and not permitted. Do not waste water turn off when not needed not leave running, pick up all refuse and clean area after each use.

25. All requests for variances by owners to Common property must be in writing to the Board and shall not be undertaken without written permission from the Board. Rule XVIII Declaration of Condominium disallows any improvements or changes which changes the appearance of the outside of the building.

26. The Association reserves the right to make other rules and regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the premises, and for securing the comfort and convenience of the occupants thereof. Other rules or regulations may be found in our documents and in the 1991-1992 directory. In order not to be cited and fined for violations including lawyers fees and court costs it would be worth your while to read these rules and your documents thoroughly and to abide by them.

Half Moon Bay Phases 1 & 2  
for The Board Of Directors

By: Joseph J. Cardinal, Jr. Pres.

## RULES AND REGULATIONS

AS ADOPTED BY THE BOARD OF DIRECTORS OF  
HALF MOON BAY CONDOMINIUM ASSOCIATION, INC.  
PURSUANT TO THE 1991 AMENDMENTS TO THE CONDOMINIUM ACT

1. **Condominium Documents.** Any unit owner, prospective purchaser or prospective lessee may obtain a full copy of the condominium documents which govern the condominium by writing to the Secretary of the Association at 7050 Half Moon Circle, Hypoluxo, Florida 33462. Enclosed with the request must be a check payable to the Association in the amount of \$50.00 to cover preparation costs, photocopy costs and costs of mailing.

2. **Board of Directors Meetings.** Board of Directors meetings shall be open to all unit owners who wish to attend and observe the proceedings. Only issues previously noticed on the agenda of the Board meeting shall be discussed during the meeting. Prior to the Board of Directors taking any votes on any agenda items, the President of the Association shall allow unit owners to give their comments to the Board, provided that each unit owner shall limit his or her comments to not more than 3 minutes. Unit owners wishing to speak must limit their comments solely to the agenda items. At the conclusion of unit owner comments, the Board of Directors shall then vote on the agenda items. Unit owners shall have the right to record or to video tape the proceedings, so long as their mechanical equipment does not unreasonably disrupt the meeting.

3. **Unit Owner Meetings.** Only those issues which have been posted as the agenda for unit owner meetings shall be the subject of discussion at the unit owner meeting. The President of the Association shall preside over unit owner meetings and shall allow each unit owner to comment on agenda items provided such comment does not exceed 3 minutes in duration. Unit owner comments shall be taken prior to the unit owner vote on the agenda items. Any unit owner shall have the right to record or video tape the meeting, so long as their mechanical equipment does not unreasonably disrupt the meeting.

4. **Bulletin Boards.** The Association has two (2) common bulletin boards on which will be posted all official notices of Association business. The two (2) official bulletin boards are located in the entrance lobby of each building. All notices required to be posted shall be posted at least 48 continuous hours prior to the meeting, except in the case of an emergency. Notice of any Board meetings, at which non-emergency special assessments or amendments to rules and regulations on use of one's unit shall be voted on, shall first be mailed or hand delivered to unit owners and posted on said bulletin boards not less than 14 days prior to the Board meeting. The Secretary of the Association shall execute an affidavit to the mailing, delivery and posting of said 14 day notice for such meetings.

5. **Hurricane Shutters.** No hurricane shutters shall be installed on any condominium unit without first obtaining the written consent from the Board of Directors. Hurricane shutters for window portions of the unit shall be the same type and style as in current use. All such shutters shall be same in color and shall comply with the building code for Palm Beach County and the Town of Hypoluxo.

6. **Contract Bids.** Any contract that is not to be fully performed within one (1) year after its making for the purchase, lease or renting of materials or equipment to be used by the Association in carrying out its lawful purposes, and all contracts for the provision of services shall be in writing. All contracts which require payment by the Association in an amount exceeding 5% of the total annual budget of the Association, including reserves, shall first be submitted to competitive bidding to not less than two (2) vendors. Upon receiving bids, the Board of Directors shall review the bids and make a final determination on the contract vendor. Provided, however, the Board shall not be bound to accept a bid based solely on the lowest possible price. Contracts for employing personnel for the Association or contracts for legal services, accounting services, engineering and architect services shall not be subject to the bidding process. In the event of an emergency repair, the above-described bidding process may be waived by the Board. If the goods or services subject to bidding are only available from one business entity within Palm Beach County, the bidding process may also be waived by the Board of Directors. Other provisions of Section 718.3026, Florida Statutes, as amended by CSSB 2334 shall apply.

7. **Official Records.** The Association shall keep its official records at the Association office located at 7050 Half Moon Circle, Hypoluxo, Florida 33462. Office hours are from 9:00 A.M. until 12:00 Noon, Tuesdays and Thursdays. Any unit owner or his or her authorized representative seeking to review the Association records may visit the office during its open times. The Association shall make the records available to the unit owner for inspection within five (5) working days from receipt of the written request. If the unit owner requests photocopies of any records, he or she must identify the records and pay the photocopying charges of 20c per page in advance. The Association shall then make arrangements to have the documents photocopied. No unit owner shall request review of records more than two (2) times per month. In addition, no unit owner shall request more than 50 pages of records for photocopying in any one (1) month. The following documents are considered privileged and shall not be open for inspection to any unit owner:

(a) screening files from prospective purchasers or tenants, unless the screened applicant has given his or her written consent to the disclosure of the file;



# Rules and Regulations

At a duly authorized meeting on Feb. 27, 1997 of the Board of Directors of Half Moon Bay Phases 1 & 2. the following rulings were passed. These rules are in addition to those previously adopted by the Board Namely:

Rules # 1 thru 23 adopted 4-13-92 on pages E1 thru pages E5 and the original rules # 1 thru 7 on pages E6 thru E8.

In order to keep your documents up to date Please insert this page in Section E as page E9

**27** ~~17~~. Carpets on Balconies and Entranceways.

Effective February 27, 1997 the installation of Carpet shall no longer be permitted to be installed on your Balcony or Entranceway. Reference page B-5 Section X11

**28** ~~18~~. Responsibility

Effective February 27, 1997 the unit owners are responsible for any damage or repairs to their unit and any adjoining units caused by their use of carpets on their balcony or Entranceway. Reference page B-2 and B-37

3/12/97 9:56 AM  
DEAN WILSON  
1-800-226-9101  
BUREAU OF STATE OFFICIALS  
CONDO SECTION

THIS PAGE  
OK AS PRINTED  
J

PAGE 27-28  
E-5

## Amended Rules & Regulations

**Reasons:** As much damage by water has been caused from apartments that the Owners were away up north in their summer homes or away on vacation.

The damage generally was more severe in apartments below the one that caused the damage and according to Florida law the damaged apartments were responsible for floor coverings, wall painting & decorations and ceiling painting and decorations. This is probably not fair but that is the way it is.

So as to try to avoid this problem the H.M.B. Board of Directors has taken the following action:

At a duly authorized meeting on Oct. , 1997 of the Board of Directors of Half Moon Bay Phases 1 & 2 the followings changes were made to Rule 17 on page E-3 Strike out the wording "Also it is suggested that the main water valve in your apartment be shut off for this extended period." And the following wording be substituted. Also it is mandatory that the Main Water Valve in your apartment be shut off any time you leave your apartment vacant any time longer than seven days.

Also add to end of rule 17 page E-3 the following:

### Responsibility

The apartment owner who violates the above rule shall be subject to a fine of \$100.00 plus any damage caused by their neglect to turn off their water, for any damages done to their apartment or other apartments in their building not covered by Home, or Apartment Insurance carried by Apartment Owners.

In order to keep your documents up to date, Please insert this page in Section E as page E-10

HALF MOON BAY CONDOMINIUM ASSOCIATION

PHASE I & II

ADDITIONAL RULES AND REGULATIONS

**Reason:** Much damage has occurred in our elevators by delivery people, movers, tile layers, carpet installers, carpenters, painters, sheet rock workers, etc.

**Resolved:** The Board of Directors of Half Moon Bay Phase I & II made the following rule at a duly authorized meeting held on November 19, 1998:

Owners must notify the Board of Directors in writing, of the date that any of the above workers commences work and requires the use of our elevators. All damage to the elevators *is the responsibility of the owners*, that is; cleaning of the elevators, cleaning of the front entry, and cleaning of the walkways of any substances left by the above workers.

The apartment owner who violates the above rule *shall be subject to a fine of \$100.00 plus any damage to our elevators.*

Please insert this page in your Condo documents, in order to keep it up to date, in Section E as page E-11.

2 copy

**HALF MOON BAY CONDOMINIUM ASSOCIATION - PHASE I & II**

**IMPORTANT NOTICE - EFFECTIVE NOVEMBER 19, 1998**

**USE AND ABUSE OF OUR ELEVATORS AND WALKWAYS**

The Board of Directors of Half Moon Bay Condo Association, Phase I & II made a motion at a duly authorized meeting held on November 19, 1998, that was carried and approved by the majority of owners present. This motion was that the abuse of our elevators by delivery people (furniture and appliances), movers, tile layers, carpet installers, carpenters, painters, sheet rock workers, and paper hangers must stop.

You the owners must inform the Board of Directors in writing, of the date that the above workers start working in your apartments and the type of work that will be performed. You the owners are responsible for the repairs, if any, and the clean-up of the elevators, front entry, and walkways of any substances left by the above workers. (Workers may use the stairs if they so desire.)

Let us all make this a better place in which to live. You, after all, had to clean up your walk ways, etc., after the workers finished and left your former or summer homes. The same applies here.

**COMPLAINTS**

The Board of Directors received complaints from owners about other owners, as to disturbing noises pertaining to Section E-2, Paragraph 8, and Section XV, Paragraph 37 of our documents. The complaints received are from loud radios and TVs being played on the balcony areas during the day, as well as, during the evening hours. Please remember that noise carries (consider attaching ear phones to your sets). We do not wish to write letters to anyone concerning this matter and appreciate your consideration of your neighbors.

Thank you for your cooperation on the above matters.

**Note:** Your Board of Directors are now taking bids for resurfacing our blacktop for early June. There will be no assessment for this work.

Board of Directors  
Half Moon Bay Condo Association, Phase I & II

The following Rules were read by the President, under New Business, at our 2002 Annual Meeting, and a full explanation for each Rule was given to the membership present, after which a motion was made, seconded and approved unanimously by the Directors. This meeting is to affirm that action and final approval at our 1/31/02 Special Meeting.

1. There shall be no moving in or out an apartment on a Saturday, Sunday or Holiday. Moving shall be confined week days only. Prior to a move a \$100.00 deposit shall be given with the screening application by the purchaser and seller to cover any damages that may occur to our property. The \$100.00 shall be returned if there are no damages on completion by our Treasurer.
2. No eighteen-wheeler trucks shall be permitted on our property at any time as our roads do not accommodate them and they damage the property. It is the owner's responsibility to so notify the moving company.
3. No contractual work will be permitted on Saturday or Sunday with the exception of air conditioner, appliance, plumbing or electrical emergencies.
4. Owners or guests shall not verbally abuse Directors or their Representatives while in the performance of their duties. Fines may be levied against owners for abuse given by them or their guests. Guests should be told by owners to answer any Board representative showing a blue card to them and asking what apartment they are visiting.
5. No roller-blading or skating permitted on Phase I & II property due to safety concerns for our owners.
6. No live Christmas trees permitted due to fire hazards and disposal problems. Our trash disposal service will not take Christmas trees.

Frank Seeley  
President  
1/31/2002