

## THE RULES WE LIVE BY

PLEASE READ AND FOLLOW THESE RULES. THEY FACILITATE THE SMOOTH OPERATION OF CRTE, AND MAKE LIVING HERE A PLEASANT EXPERIENCE.

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NOTE: Due to different formatting, the page numbers in this book will not match the Website version of The Rules We Live By located at [www.crte.org](http://www.crte.org).

## **FOREWORD**

Shareholders not only have certain rights, but also have certain obligations to the entire cooperative community. The following common sense rules are implemented for the health, safety and comfort of the community, and complement the Corporate By-Laws and the Occupancy Agreement.

- A. Objectionable behavior is not acceptable, even though it may not be specifically covered in these rules.
- B. Shareholders shall not reprimand or instruct any employee.
- C. Comments, complaints or violations shall be directed to the office.
- D. If violation cannot be resolved by the office, the Board will take action to solve the matter.
- E. Any violation by a shareholder, family member, personal employee, guest or service provider is the responsibility of the shareholder.
- F. The Board of Directors may impose a fine for each day the violation continues.

### **1. GUESTS.**

**Shareholders are required to instruct guests on Policy and Rules. "Guest of record" is mother, father, sister, brother, child, and respective spouse/partner, registered with the office.**

#### **A. Limit to Total Overnight Occupants Including Shareholders of Record, Resident Guest, and Guests.**

1-Bedroom Total 4 Occupants. 2-Bedroom Total 6 Occupants.  
3-Bedroom Total 8 Occupants.

#### **B. Arrival, Registration, Departure and Use.**

- 1. Obey stop signs and speed limit at building entrance and exit.
- 2. Each guest must sign in upon arrival with lobby security guard.
  - a. Show legal photo identification.
  - b. Permit security guard to announce arrival to shareholder.
  - c. Obtain temporary parking permit tag from lobby guard and hang tag on car mirror facing hood.

- d. Shareholder must provide written permission to office for a guest to park in shareholder spot.
3. Use service elevator to transport grocery/luggage/beach carts, strollers, and when going to and from pool in wet bathing attire.
4. NO GUEST OR GUEST OF RECORD IS PERMITTED TO INVITE GUESTS TO APARTMENT OR COMMON AREAS.
5. Children must be supervised by an adult at all times.
6. Follow the posted policy when using the pool, clubhouse, fitness room, and laundry room.
7. Maintain quiet from 10:00 p.m. to 7:00 a.m.

**C. Guest Parking Location.**

West parking lot, 5<sup>th</sup> driveway south side of 36<sup>th</sup> Street, (G1 – G30) spaces marked with yellow lines.

**D. Overnight Guest Length-of-Stay Limitation.**

**Year starts on first day of first visit within the last 12-month period.  
Any back-to-back stays will be reviewed by the building manager.**

1. When shareholder is **IN RESIDENCE**.
  - a. Guest of record not more than 60 days/year in the building.
  - b. Non guest of record not more than 30 days/year in the building.
2. When shareholder is **NOT IN RESIDENCE**.
  - a. Shareholder to notify office, in writing, of guest arrival at least five (5) days prior to arrival date, and provide signed Guest Registration Card and information. Card and form available at office.
  - b. Guest of record not more than 30 days/year in the building.
  - c. Shareholder must provide apartment keys to guest.  
Office/security WILL NOT issue keys.
  - d. Guest may not use the clubhouse unless accompanied by a shareholder.

**E. Guest of Record Visiting Alone when Shareholder NOT IN RESIDENCE.** Shareholder may arrange for one (1) guest to

accompany a guest of record who is visiting alone by submitting a written request to the office at least five (5) days prior to guest of record arrival date.

**F. Resident Guest.**

A person who permanently resides with shareholder in apartment. Shareholder must be a permanent resident and apartment listed as Homestead with Broward County. See office for Resident Guest Policy.

**2. SMOKING. CRTE is a Smoke-Free Building.**

Smoking is prohibited in all common areas including balconies, swimming pool, pool deck, grounds, clubhouse and clubhouse grounds. A balcony is defined as a limited common element. Smoking is permitted in the area by the south gate at the end of the path past the bike shed, and the designated area by the car wash.

**3. PETS.**

Pets are not allowed in apartments, buildings or on grounds.

**4. APARTMENT PERMANENT OCCUPANCY, ACCESS AND SAFETY.**

**A. Limit Total Permanent Occupants Including Shareholders of Record and Resident Guest.**

1-Bedroom Total 3 Occupants. 2-Bedroom Total 4 Occupants.  
3-Bedroom Total 6 Occupants.

**B. Children.** Children under 18 years old are prohibited as permanent occupants.

**C. Apartment Access and Condition.**

1. No apartment front or kitchen entry door is permitted to be permanently closed off.
2. Entry doors and all room doorways must be kept free of obstacles and debris for safe passage.

3. For sanitary and safety reasons, the office may inspect any apartment.

**5. SECURITY. Call (954) 566-4322 to reach security guard.**

**A. Safety.**

1. A security guard is stationed at all times at the lobby desk. Receiving entrance security guard is on duty Monday-Friday, 8:00 a.m. to 4:30 p.m., except Holidays.
2. All visitors and service providers must register at a security desk upon arrival.
3. Any person who calls 911 must notify security.
4. Immediately report unusual action, disturbance, or suspicious persons to security guard.
5. Do not interfere with security guard duties or engage guard in casual conversation.
6. No person, other than guard, shall use security desk telephone.

**B. Accessing Building, Clubhouse, and Gardens.**

1. An assigned electronic key fob or key card, using photo identity, is required to enter building.
2. A Medeco key, issued by serial number, is required to enter the clubhouse and gardens.
3. Shareholder entry fob and Medeco key, and guest key card may never be shared or given to anyone.
4. There is a fee for replacement of fob, key card, or Medeco key. See office.

**6. NOISE. Maintain Quiet from 10:00 p.m. to 7:00 a.m.**

1. In elevators, hallways and apartments.
2. NO laundry. NO swimming pool or game activities. NO trash disposal.

## **7. COMMON AREAS - SAFETY AND USE.**

### **A. Damage.**

The cost to restore, repair or replace any damage caused by shareholder, family member, guest, personal employee or service provider shall be the responsibility of the shareholder.

### **B. Obstructions and Fire Regulations.**

1. Do not leave objects or personal effects in any common area, hallway, stairwell, or doorway.
2. Keep all doors closed.
3. Grocery Carts and Luggage Carts.
  - a. **Monday through Friday after 4:30 p.m. and all day on Saturday, Sunday, and holidays, return grocery carts to the outside cart rack and luggage carts to the first floor hall storage area.**
  - b. Do not leave cart in hallway.
  - c. *Keep service elevator access clear for Fort Lauderdale Emergency personnel.*
4. No access permitted to roof.
5. Do not use fire doors or outside stairwells at the end of hallways, except in emergencies.

**C. Lobby** is the area used only for arrival to, and departure from, the building.

**D. Community Room** is the gathering place used for lounging, chatting, reading, and passing time with friends.

## **8. CLUBHOUSE AND CLUBHOUSE GROUNDS.**

**Hours 7:00 a.m. to midnight. Shareholders and their guests use clubhouse and clubhouse grounds at their own risk.**

**Shareholder must always accompany a guest in clubhouse or on clubhouse grounds.**

1. Follow the “Rules of the Clubhouse” posted inside and outside the clubhouse.
2. Clubhouse is common shareholder property and absolute function privacy is not possible.
3. Check clubhouse calendar in the receiving area to avoid conflicts.
4. Shareholder must sign up at the office for a group of 20 persons or more, and such group will have priority but not exclusive use of clubhouse equipment.
5. Host shareholder must be in attendance for entire sponsored function.
6. The Board reserves the right to charge a usage fee and/or a security deposit.
7. The clubhouse may not be used for commercial purposes.

**9. FITNESS ROOM. Hours 7:00 a.m. to 10:00 p.m.**

**Shareholders and guests use exercise equipment at their own risk.**

1. Exercise equipment is designed for adult use only.
2. No child under 18 years old is permitted to use machines or weights without continuous adult supervision.
3. Follow posted policy regarding attire, air conditioning control, and equipment care and sanitization.

**10. SWIMMING POOL. Hours 7:00 a.m. to 10:00 p.m. Maximum pool capacity is 37 persons. No lifeguard on duty. Shareholders and guests use the pool at their own risk.**

**A. Safety and Health.**

1. Only U.S. Coast Guard approved personal flotation devices (PFD) are allowed in pool. No other flotation devices are permitted.
2. An adult must always be in the pool with a child who cannot swim or stand safely in the water.
3. Children under 14 must always be supervised by an adult.

4. Always use the pool shower before entering pool.
5. No person with a contagious or infectious health condition is permitted in pool.
6. Any person who is incontinent must wear appropriate waterproof clothing in pool.
7. Pool rope must stay in place, except during lap swimming. Put rope back after lap swimming.

#### **B. Pool Rules and Pool Area Etiquette.**

1. Proper bathing attire must be worn in the shower and pool.
2. Bathers using oils, lotions or creams must use underlying towel on furniture.
3. Chairs must be at least four feet (4') from pool edge.
4. No reserving or saving chairs, loungers, tables or umbrellas.
5. Only water in unbreakable, closed containers permitted. No food or other beverage allowed.
6. No diving or rough play in the pool.
7. No running or playing games around pool area.
8. No loud electronic devices or disturbances.
9. No objects permitted in pool except noodles and water exercise equipment.
10. No sitting, hanging or playing on pool rope or hand rails.

#### **C. Exiting Pool Area.**

1. Close and tie up umbrella(s).
2. Return chair(s) and umbrella(s) to original location and position.
3. Use west hallway door. Follow "BATHER" signs to the service elevator.
4. No wet swimwear allowed in passenger elevators, lobby, library, mailroom, or community room.
5. Swim cover-up and dry footwear must be worn in the building.

## **11. Recreational Game Areas. Hours 7:00 a.m. to 10:00 p.m.**

**Shareholders and guests use game areas at their own risk.**

1. Follow posted policy when using game areas.
2. Children under 14 must always be supervised by an adult.
3. No horseplay with equipment.
4. Adult must see lobby security guard to pick up and return equipment.

## **12. HALLWAYS.**

### **A. Décor and Hardware.**

1. Interior apartment flooring may not extend beyond an exterior hallway door.
2. All apartment door hardware must meet building regulations.
3. No part of a hallway may be altered, embellished or marred in any way, and nothing may be hung on or attached to hallway doors, or placed on the hallway floor.
4. Replacing lock cylinder requires office approval. Office requires new duplicate key.
5. A religious article, size not to exceed 3" wide, 6" high, and 1.5" deep, is permitted on the door frame, and must be installed according to building regulations.

### **B. Shareholder Liability.**

1. The cost to restore, repair or replace any damage caused by shareholder, family member, guest, personal employee or service provider shall be the responsibility of the shareholder.
2. See office for contractor and moving procedures which include required documentation, hallway protection and applicable damage deposits.

**C. Safety.** Keep doors closed and hallway clear of objects, personal belongings, and carts.

### **13. ABSENT SHAREHOLDER RESPONSIBILITIES.**

#### **A. Appointing a Designee to Look After Apartment.**

1. If a designee is appointed, shareholder must provide keys. Office/security WILL NOT issue keys.
2. Designee must be registered with the office.
3. A non-shareholder designee must sign in and out at lobby security.
4. The Corporation is not liable for any action of designee.

#### **B. Departure Preparation.**

1. Empty balcony of all objects and furniture during hurricane season and tropical storm warnings.
2. If absent for more than three (3) days, notify lobby security guard of departure/return dates.
3. If absent for more than three (3) days it is strongly recommended balcony be emptied.
4. If absent for more than 29 days, redirect mail delivery through the Post Office.

### **14. DELIVERIES.**

- 1. Arrange for deliveries to arrive when you are IN RESIDENCE.**
2. Goods and packages must be delivered to and through receiving.
3. No Saturday, Sunday or holiday deliveries.
4. Shareholder NOT IN RESIDENCE must notify receiving guard if a package delivery is expected and who will pick it up.
5. Packages unclaimed in receiving after seven (7) days will be returned to sender.
6. The Corporation is not responsible for any damage or loss.

### **15. EMERGENCY SERVICE SATURDAY, SUNDAY, AND HOLIDAYS.**

1. Cable, telephone, or major appliance repair is permitted.

2. Shareholder must notify security guard and instruct provider to enter through lobby, show legal photo identification, and sign in at security desk.

## **16. EXTERMINATING SERVICE.**

1. All apartments, whether shareholder is in residence or absent, will be treated on a regular schedule. Call office if additional treatment is needed.
2. Termite inspection and treatment is provided by the Corporation. Call office when needed.

## **17. CONTRACTED WORK, REPAIR, MAINTENANCE, INSTALLATION AND RENOVATION.**

1. All work done in an apartment is a shareholder expense. See office for a list of repairs and pricing which can be performed by maintenance staff with a CRTE Work Order. The Corporation is not liable for work performed without a CRTE Work Order.
2. See office for information about air conditioner maintenance program.
3. Unapproved installations: washer, dryer, tankless water heater, power tools (without management consent), and additional air conditioning (unless due to emergency).
4. New installations and renovations require prior office approval.
5. The office approves all contractors and outside workers and requires such persons to sign and obey the CRTE regulations. Contractors and workers must be licensed and are responsible to obtain/post permits and a Notice of Commencement. See office.

## **18. BUILDING EXTERIOR APPEARANCE.**

### **A. Additions.**

1. No awnings, screening, shade material, or any type of projection may be attached to building.

2. American Flag, in good condition, size not to exceed 3'x 5', is permitted and must be installed according to building regulations.
3. Flag must be taken down during winds, if flapping noise disturbs surrounding apartments, or there is danger of blowing away.
4. Only clear or light grey-tone window tinting approved. No aluminum foil or reflective mirror.

#### **B. Balcony and Balcony Maintenance.**

1. A balcony is defined as a limited common element. No smoking.
2. Place no objects on balcony railing.
3. Nothing may hang on or protrude over balcony railing.
4. Table umbrellas and free-standing umbrellas are not permitted.
5. No carpet.
6. No cooking.
7. Do not discard debris, shake, or throw anything over balcony.
8. When cleaning balcony, no grime or water may fall or drip off walls or floor onto balconies below.
9. Outer balcony walls must be same color as building exterior.

### **19. ELEVATORS.**

1. Passenger elevators are for passengers only.
2. Service elevator is for passengers in wet bathing attire, grocery/luggage/beach carts, strollers, and large or heavy objects which could damage passenger elevator walls/floor.
3. *Keep service elevator access clear for Fort Lauderdale Emergency personnel.*

### **20. LAUNDRY. Hours 7:00 a.m. to 10:00 p.m.**

#### **A. Follow User Policy Posted in the Laundry Room.**

1. Washers and dryers are available on a first-come basis.
2. No tint, dyes or powdered bleach in washer.
3. No heavy rugs, shoes, or plastic permitted in washer/dryer.

4. Leave light and fan ON when dryer is running.
5. Wipe off the washer basin and top and empty dryer lint trap when finished.

### **B. Identify User.**

1. Write apartment number on sign-up board.
2. Do not remove another shareholder's laundry from machine. Notify shareholder if machine has completed its cycle using sign-up board information.

## **21. TRASH AND GARBAGE DISPOSAL. Hours 7:00 a.m. to 10:00 p.m.**

### **A. Follow User Policy Posted in the Trash Room.**

- 1. No objects which could block the chute.**
2. All refuse sent down trash chute must be securely sealed in a 13-gallon or smaller plastic trash bag. Filled and sealed trash bag must be smaller than the trash chute door.
3. Wrap glass in newspaper and place in sealed plastic garbage bag.
4. No flammable materials down trash chute.
5. Large objects may be placed in trash room if shareholder is unable to bring to outside receptacle.
6. Break down boxes, including pizza boxes, and place on trash room floor.
7. Solidify fat and grease in refrigerator and wrap in a plastic bag for trash chute disposal.
8. Wrap the following non-grinding foodstuffs with the trash: coffee grounds, bones, corn husks, corn silk, celery stalks, onion skins, banana skins, orange skins, and egg shells.

### **B. Wet Garbage Disposal.**

Grind soft food in apartment sink disposal. Use plenty of **cold water** to flush down food for at least 30 seconds after shutting off disposal. **DO NOT use hot water.**

## 22. PARKING.

Spaces are assigned by the office, and must be retained for one year before a request for space reassignment can be submitted to office. See office for rules governing space reassignment, rental, and guest use.

- A. **Parking Protocol.** Shareholder cars must have parking decals which are displayed as directed by the office. Cars must park head-in unless otherwise directed.
- B. **Prohibited Vehicles.** Any type of commercial vehicle, truck (over 230" long and 75" high), trailer, camper, boat, motorcycle, moped. A vehicle registered as a truck of any variety and used as shareholder's private means of transportation must be no larger than 230" long and 75" high.
- C. **15-Minute Parking at the west side of front entrance driveway.** NOT FOR SHAREHOLDER USE. These two spaces are allocated for guests or vendors who will be parked in the space no longer than 15 minutes.
- D. **Shareholder Loading/Unloading Zone.** The first two spaces north of the service entrance are reserved for transferring shareholder's personal items to/from vehicle and receiving area. Return car to regular parking space, and then take items to apartment. No overnight parking permitted.
- E. **Parking for Contractors, Service Vehicles, and Vendors.** Service spaces located north of shareholder loading/unloading zone are reserved for providers only. No shareholder or guest parking is permitted.
- F. **Guest Parking.** Located in west parking lot, 5<sup>th</sup> driveway south side of 36<sup>th</sup> Street, (G1 – G30) spaces marked with yellow lines. Reserved for guests, workers, and private employees of

