

C.M.C.

POINCIANA PLACE CONDOMINIUM

THE BARCLAY BUILDING

**SUMMARY
OF
RULES AND REGULATIONS**

UPDATED MARCH 4, 2014

Summary of the Rules and Regulations of Poinciana Place Condominium, the
Barclay Building, 3425 Via Poinciana, Lake Worth, FL 33467

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PURPOSE

The purpose of this document is to present a summary of the Rules and Regulations, as listed in the Association By-Laws, in a handy guide format. These Rules and Regulations are reasonably calculated to promote the welfare of the unit owners and the occupants of all units and provide for harmony and good will between them. Violation of such Rules & Regulations shall be brought to the attention of the Board who will take action as deemed necessary.

It is essential that this guide be read and fully understood by you and/or your tenants. All of your guests and visitors should also be aware of these Rules and Regulations.

Updated March 4, 2014

Rules and Regulations

1. The sidewalk, entrances, passages, elevator, atrium, stairways, corridors, halls and all other common elements must not be obstructed, encumbered, or used for any purpose other than ingress and egress.
2. It shall be the duty and responsibility of the unit owner to fill out and sign a Barclay Guest Registration form prior to (or upon arrival of) any visitor(s) when the host will not be present. This Guest Registration form shall be submitted to the Barclay Building President. This form shall provide the name(s) and telephone number(s) of all occupants, tenants, visitors, or guests who will be staying in the unit. The Guest Registration form may be obtained by contacting the Barclay President.
3. It shall be the duty and responsibility of the unit owner to see that any occupants, tenants, visitors and guests shall not loiter or play in the entrances, sidewalk, passages, elevator, atrium, stairways, corridors, halls and all other common elements.
4. No one shall make or permit any unreasonable noises, noxious odors, or annoyances in or about the building by any person, nor do or permit anything by such persons that will interfere with the rights, comforts or conveniences of the other occupants of the building. No loud noise or talking in the common areas is permitted between 10:00 PM and 7:30 AM.
5. The patio within the boundaries of a unit shall not be used in a manner that interferes with the comfort or convenience of other occupants of the building or is offensive or unsightly.
6. No cooking is permitted on any patio, terrace or common area. Use of outdoor cookers, including but not limited to gas, charcoal grills, smokers or barbecues, is prohibited. The Barclay Building has a gas grill located in the pool area that is available for building occupants to use and must be cleaned after each use! When consuming liquids such as juice, water, and soda, please dispose of the containers in a proper garbage container. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE POOL OR ON THE COMMON AREAS UNLESS PREVIOUSLY APPROVED BY THE AMBASSADOR & BARCLAY BOARD MEMBER(S).**

Barclay Building Rules and Regulations

7.
 - (a) No glass containers may be brought into the pool area.
 - (b) No child not toilet trained and under the age of three (3) years is allowed in the pool.
 - (c) Towels or other covering must be placed on the pool chairs and lounges before anyone attired in a bathing suit makes use of them. The chairs and lounges must be returned to the proper place when the user leaves the pool area.
 - (d) Additional rules for using the swimming pool are posted on the wall inside the pool area. All occupants, tenants, guests and visitors shall abide by the posted rules. Swimming hours are from sun up to sun down.

8. Each unit owner shall park their vehicle in their legally assigned space. All spaces **NOT** assigned may be available for use by guest(s) or for an owner's second vehicle. Parking in other assigned spaces is permitted with that unit owner's permission. Automobiles should park "head in" exposing the rear license plate number for security reasons.

9. Unit owners are responsible for notifying guests, visitors and contractors that they must park their vehicles in the parking spaces marked "Guest" and may not leave said vehicles in the driveway longer than required for loading or unloading materials.

10. No vehicle which cannot operate on its own power, shall remain on the condominium property for more than 24 hours, nor shall any vehicle be washed or repaired (except for emergency repair) therein. No boat, boat trailer, trailer, camper or like vehicle is permitted to be parked left or stored on condominium property. Minor repairs and waxing of vehicle(s) is permitted.

11. The two (2) **HANDICAPPED** parking spaces are for visitors and residents with a valid **HANDICAPPED PERMIT**. Overnight parking is **NOT** permitted. Loading or unloading is permitted. These parking spaces are not intended to be used as anyone's permanent space. Consider others when utilizing these parking spaces.

12. Smoking in the elevator is **NOT** permitted.

13. No furniture, appliances, building materials or freight are to be transported in the elevator without furniture pads being installed in the elevator. Notify a Board Member 24 hours in advance if you will be transporting such materials.

Barclay Building Rules and Regulations

14. No pets or other animals shall be maintained or harbored within the unit without written permission from the Board or two (2) signed letters from Doctors indicating a medical condition needing such pets or such pet is a "certified" Service Animal.
15. Pets must be kept on a leash at all times. Owners are responsible for picking up, disposing in a plastic bag and appropriately discarding any pet fecal waste. Animals are not permitted in the pool area or any part of the lawn (common area) surrounding the building.
16. DO NOT cut through hedges or shrubbery. Use designated walkways and do not walk on the lawn(s).
17. No sale, lease or transfer of any unit may be made without a prior application submitted to the Board for approval and must be accompanied by an application fee of \$100.00 together with a security deposit of \$300.00 for all leases. The security deposit fee may be returned, with Board approval, at the end of the lease term.
18. When ending your stay or visit at the Barclay, occupants must turn off the main water valve and the hot water valve. In addition, it is advisable to shut off the electric switch on the water heater.
19. Additionally, when ending your stay or visit at the Barclay, set your air conditioner at 77 degrees and the fan set to "ON". If you have a humidistat, set it at 55 degrees when ending your stay or visit.
20. Each unit owner shall provide the name and phone number of an individual who can **periodically** check the unit for any problems. This is a visual inspection and does not constitute any legal responsibility on the individual. If something requires attention, the unit owner shall be notified so that he/she can take whatever action(s) may be necessary.

Barclay Building Rules and Regulations

21. The Barclay Building has a dolly and two (2) carts provided for the convenience of the building occupants to transport small material under the stairs on the first floor and must be returned immediately after each use.
22. There is a designed room on the first floor behind the elevator where the trash bins are located. **ON EACH FLOOR** there is a **BLUE** bin for cans, bottles and plastics -and- a **YELLOW** bin for paper products, egg cartons and small boxes. Other rubbish/trash must be placed in plastic bags, tied and deposited in the designated areas. Large boxes and containers must be cut into three (3) foot sections and placed in the **YELLOW** bin on the **FIRST FLOOR**. Please place trash in the appropriate bins. The custodian will empty the blue and yellow bins on each floor every morning and empty into the first floor bins. Please rinse containers prior to disposal. Your trash should be placed in the chutes between 7:30 AM and 10:00 PM to avoid unnecessary noise during early and late hours.
23. The Barclay is "OUR" home. If you see empty bottles, cans or other trash outside on the common area or in the parking lot, please pick it up and discard in the trash room.
24. Unit owners, visitors or tenants should not ask the Barclay custodian to schedule the custodian's work. If you see something that needs attending, please contact the Barclay President, who will prioritize the custodian's work schedule as may be needed. **PLEASE - ONLY ONE BOSS!**
25. **PER THE BY-LAWS**, all residents **MUST** give a key to their unit to the Board President in order to enter the unit in cases of emergencies and/or to administer insect and/or rodent extermination.
26. If you have any questions about these Rules and Regulations, please refer to the official By-LAWS or contact a Board Member.