



MAYAN TOWERS CONDOMINIUM II, INC.

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Welcome to Mayan Towers Condo II, Inc. This booklet is a compilation of the rules and regulations of the property, which if each of us complies with, will help to keep our “little bit of paradise” a great place to reside.

In order for this to happen, every owner is responsible for speaking to those persons who are not abiding by the rules. This is not just the responsibility of Board members.

Thank you for your efforts and consideration.

Mayan Towers North
Board of Administration

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These rules and regulations were adopted by the Board of Administration on the 20th day of May, 2002.

MAJOR RULES

To prevent a delay in the approval of a SALE or LEASE Application follow procedures closely as outlined on pages 15 through 17.

Owners, tenants and overnight guests must be registered in the office upon arrival. If the office is closed, registration cards are available in the mailroom. These cards must be completed and deposited in the night depository.

EACH OWNER MUST DEPOSIT A SET OF KEYS TO HIS APARTMENT IN THE OFFICE. SUCH KEYS ARE TO BE USED FOR EMERGENCIES ONLY: FIRE, FLOOD, DEATH, ILLNESS OR EMERGENCY REPAIRS.

Newspapers and glass, aluminum and plastic items are to be placed in the appropriate recycling bins in the trash area. Please follow recycling procedures as set out by the Palm Beach Recycling Materials Program, a copy of which is available in the office.

Grocery carts and clothes rack must be returned IMMEDIATELY after use and should not be left in elevators or walkways.

No food is allowed in the enclosed pool area. Only unbreakable tumblers should be used for beverages in the pool or barbecue areas. No one is allowed to drink liquids of any kind while in the pool or within four feet of the pool edge (Florida Law).

Chairs in the pool area MAY NOT be reserved by placing articles on them unless occupants are inside the fenced area. Pool furniture should NOT be removed from the pool area. If you must leave the area for a period of time, lounges and chairs are to be surrendered.

CHILDREN OF DIAPER AGE ARE NOT PERMITTED IN THE POOL AT ANY TIME.

Children under sixteen (16) are not permitted in the Billiard rooms, Clubhouse Lounge area on the second floor, or Exercise Rooms without an adult in attendance.

Bare feet are NOT permitted except in the pool area.

MAIN WATER VALVE SHOULD BE SHUT OFF WHEN CLOSING AN APARTMENT FOR A PERIOD OF TIME.

Maintenance fees are subject to interest charges and a late payment fee if not paid by the 10th of each month.

1. Application

- a. The Rules and Regulations apply to all persons on the premises.
- b. Owners are responsible for the conduct and actions of their families, guests, tenants and visitors; owners are liable for damages to common area property and equipment caused by themselves, their families, guests, tenants and visitors
- c. All owners have the right to expect compliance from others and therefore should assist in the enforcement of the Rules and Regulations.
- d. Legal actions and/or imposition of fines will be applied when necessary to enforce the Rules and Regulations.

2. Registration

- a. Each and every OWNER, TENANT, OVERNIGHT GUEST, regardless of age, MUST register at the office to inform the office as to the dates of arrival and departure. If the office is closed, registration cards are available in the mail room. These cards must be filled out and deposited in the night depository.
- b. Owners leaving for a period of more than ten (10) days must advise the office of their departure and check in at the office upon return.
- c. The maximum number of persons (owners, renters, or overnight guests) allowed to occupy an apartment is:

Studio apartment	-2
2-Bedroom apartment	-6
- d. Proper identification from tenants and guests must be produced when requested.

3. Overnight Guests

- a. Guests with owner presents shall register with the office or deposit the registration card in the Registration Box in the mailroom.
- b. Guests without owner present:
 - 1) Owner must give ten (10) days notice to the office in writing listing names of their guests and the date of their arrival and departure.
 - 2) Guests shall register with the office upon arrival or deposit the registration card in the Registration Box in the mailroom.
 - 3) Guests without owner present may not have overnight guests of their own.
 - 4) Owners are limited to having overnight guests in the owner's absence for a cumulative total of thirty (30) days during any year (July 1 to June 30) with such exceptions as noted in Section 18A of the Declaration of Condominium, as amended.

4. Attire

All persons, including children, must wear some kind of coat, shirt, or over garment and footwear when passing through the lobby and other residential areas, elevators and clubhouse. Dripping garments should not be worn in these areas.

5. Recreational Facilities

- a. Recreational facilities are for the use of owners, their house guests and tenants only.
- b. Children under twelve (12) years of age may play shuffleboard only when accompanied by an adult.
- c. All equipment taken from the clubhouse and used for exercising, games or amusement, must be handled properly and then returned by the user.
- d. The Bicycle Room is for the storage of owner's bicycles ONLY (no tricycles). Tenants shall use it only during the term of their lease. No more than two bicycles per apartment are allowed. All residents storing bicycles in this room must register them with the office. Bicycles are not to be left unattended in the garage areas.

6. Clubhouse

- a. The clubhouse is closed at 12:00 midnight except on special occasions. Sponsors of a private function must pay \$50 refundable deposit to ensure proper clean-up. Should any major clean-up be required by the staff, the deposit will be forfeited. Should there be any damage to clubhouse facilities; the user party will be financially responsible for all repairs and/or replacement. Clubhouse cannot be reserved for more than six hours.
- b. The entire clubhouse (first floor and second floor lounge) may be reserved by one party. There will not be more than one reservation for the same date and time. Condominium Association ongoing activities (bingo, bridge, etc.) take priority over potential private reservations. Persons request use of clubhouse for private functions shall apply at the office at least two (2) days in advance of the function. The facilities are not available for commercial or religious meetings.
- c. Children under sixteen (16) years of age are not permitted in the Billiard Room or Exercise Rooms at any time unless accompanied by an adult. After 8:30 PM, the Billiard Room is reserved for adults only.
- d. No one under sixteen (16) years of age is allowed in the lounge area on the second floor, unless accompanied by an adult.

7. Sauna Baths

- a. Sauna baths are solely for the use of apartment owners, their house guests and tenants.

- b. Persons under sixteen (16) shall not use the sauna baths unless accompanied by an adult.

8. Swimming Pool

- a. Swimming pool and beach access gates must be locked at all times.
- b. Pool is open from sunrise to sunset. Everyone shall shower and remove suntan lotion immediately before entering the pool. Pool will be closed on weekdays from 7:30 AM to 8:30 AM for cleaning.
- c. Any person coming from the beach is required to remove tar and sand before entering the recreational area.

Parents shall assume full responsibility for the safety and behavior of their children. Children under thirteen (13) are not allowed in pool prior to 9:00 AM and shall be supervised and accompanied by an adult when in the pool. No children of diaper age are allowed in the pool at any time.

- d. No food is allowed in the enclosed pool area. Only unbreakable tumblers may be used for beverages in the pool or barbecue areas. No one is allowed to drink liquids of any kind while in the pool or within four feet of the pool edge (Florida Law).
- e. Playpens or wading pools are not permitted in the enclosed pool area. Tubes, floats, flippers, toys or scuba gear are not allowed in the pool. Any persons wearing hairpins, curlers, etc. are required to wear a bathing cap. Such objects have clogged filters and damaged pump impellers.
- f. Excessive splashing, running, ball playing and other noise or disturbances are NOT allowed in the pool or pool area.
- g. When radios are used in the recreation area, the sound must be kept at a noise level that is not objectionable to others. Earphones are suggested.
- h. Chairs in the pool area may NOT be reserved by placing articles on them unless occupants are inside the fenced area. Pool furniture may NOT be removed from the pool area.
- i. Chairs and lounges must be place din back of the walk line surrounding the pool (Palm Beach County Ordinance).
- j. A resident who has day guests at the pool should be in attendance with them.
- k. All person in the pool area shall observe and abide by the posted regulations
- l. Beach chairs and umbrellas may not be stored overnight either inside or outside the beach gate area.

9. Safety

- a. No roller skates, roller blades, skate boards, or bicycle riding on interior and exterior walkways or in garage and parking areas is permitted.
- b. All walkways, stairways and elevators shall be kept free of doormats, bikes, toys, all beach and pool equipment or any personal items.
- c. A limit of two plants is allowed on each corner of the walkways, not to exceed four feet in height and not to protrude on the walkway. The plants are to be potted in containers having a plant watering saucer and are to be properly maintained at all times by the plant owner.
- d. Sweeping off, hosing down or shaking dust cloths or dust mops from the balconies or common walkways is not permitted. Throwing or dropping articles from windows or balconies is not permitted.
- e. Children are not permitted to loiter, run or play on the stairways, interior and exterior walkways, lobby, elevators, garage or atrium area. The second floor atrium area is not to be used for parties. Running or playing is not allowed in the patio area on the second floor between clubhouse and main building.
- f. Cooking is not permitted on balconies, patios or in the atrium area.
- g. Residents leaving their apartments for a lengthy absence must remove all furniture and objects from their balconies.
- h. No fireworks, including sparklers, are to be activated on Mayan Towers Condo II property.

10. Parking

- a. Personal vehicles only, NOT including boats, trailers, Commercial trucks and camper recreational vehicles are allowed to park on the premises overnight.

“A personal vehicle is any standard unmarked passenger car, including vans and private passenger pickup truck, up to and including three-quarter-ton in size, not to exceed five thousand (5,000) pounds registered weight, which is used for personal transportation only.

“A recreational vehicle is any vehicle primarily designated as temporary living quarters for recreational, camping, or travel use which has its own motor power or is mounted on or drawn by another vehicle.

“A commercial vehicle or truck is any vehicle used in commerce, trade and industry for cartage, delivery or work including all vehicles with markings showing or advertising the business in which the vehicle is used or any vehicle storing equipment

and/or material for use in the business.” (Palm Beach Shores Municipal Ordinance Sec. 24-29)

- b. All vehicles shall be parked in a forward position.
- c. Owners and tenants shall use the parking space assigned to them. Owners without cars or not in residence may permit their assigned space to be used by other residents or Mayan Towers North. Written permission must be on file in the office.
- d. Any motor vehicle which is not operational under its own power or without current registration shall be removed from the premises.
- e. Overnight parking is restricted to owners, tenants and resident guests.

11. Protection/Keys

- a. One set of keys to each apartment must be on deposit in the office.

Keys stored in office for Emergency Use Only – Fire, Flood, Death, Illness, or Emergency Repairs.

- b. Solicitors are not allowed on the premises.
- c. There will be a maximum limit of four Medeco Keys for each apartment. All keys registered to the seller must be transferred at time of closing. If there are not four (4) keys, the new owner may purchase additional keys to the apartment up to a total of four (4) at \$50 per key. Lost Medeco keys may be replaced at a cost of \$100 per key. A written explanation as to the loss will be required.

12. Closing an Apartment

When closing an apartment for a period of time residents should:

- a. SHUT OFF THE MAIN WATER VALVE.
- b. Close all doors and windows.
- c. Remove all furniture and objects from the balcony.
- d. Do not use any substance containing formaldehyde as a moisture deterrent.
- e. Notify the office when you are leaving.

13. Domestic Animals

No pets are allowed on the premises.

14. Noise/Nuisance

- a. All owners returning late shall refrain from loud conversation and noise on balconies and in any common area. Radios and televisions used between 11:00 PM and 7:00 AM must be played softly. Other noises should be kept to a minimum during these hours.
- b. Motorcycles or motor bikes shall not be permitted on the condominium grounds.
- c. Construction or repair work in apartments may not be done between the hours of 5:00 PM and 8:00 AM and on Sundays.
- d. All construction or repair work performed by contractors or owners must be done within the apartment and not in the atrium, catwalks, or sundeck. In special circumstances the Board of Administration may grant permission to waive this rule.
- e. The installation of any non carpeted floors within an apartment located on the 3rd through 8th floors must include noise-abating insulation at least one eighth inch thick.

15. Exterior Appearance/Alterations

- a. Installation of windows, shutters, exterior doors, jalousies, screen doors, lights and anything that may change the outward appearance of the building, including the atrium walks, etc require prior approval by the Board of Administration. Replacement screen doors must be bronze tone in color.

Two types of shutters, roll-down type close to the window or sliding glass doors and vertical shutters riding in permanent lower and upper tracks will be permitted. Removable storm shutters are permitted for atrium windows and jalousies in doors facing the atrium. Specifications for the type and style allowed are available in the office. The color of all shutters is restricted to a standard industry ivory to conform with building décor. White or any other color is not permitted. Prior approval by the Board of Administration is required before installation.

- b. Exterior walls, doors, ceilings, railings or terraces or balconies shall not be painted any color other than that which exists throughout the building.
- c. No signs are to be displayed anywhere on an owner's apartment, including windows, doors or balconies. Bathing suits, towels, other garments or any items shall not be hung from balconies or inner court railings. Cleaning equipment (sweeper, dust mops and brooms) should not be left so as to be visible from the street or other apartments.
- d. Notify office or building maintenance when replacing or servicing roof air conditioning units to ensure proper procedures.
- e. Carpeting is not allowed on balcony floors.

- f. Tile on balconies will no longer be permitted. Also, presently tiled balconies may not be re-tiled.

16. Grocery/Clothes Carts/Meter Room

- a. Grocery carts are available in the garage area on the northwest and east sides of the building. After use, they must be returned immediately to the same areas. They shall not be left in elevators or common walkways.
- b. The clothes rack is stored in the electrical room in the east lobby and must be returned to the same room. It may not be stored in apartments or held on walkways.
- c. No storage allowed in the meter room. The Association reserves the right to dispose of any items left in the meter rooms.

17. Laundries – No laundry after 10:00 PM

- a. The following regulations apply to anyone using the equipment, including domestics working in the Condominium.
- b. Washers and dryers are token operated. Tokens are available at the office during posted office hours.
- c. Clean dryer filters after each use. Be prompt in making the units available for the next person. **DO NOT OVERLOAD THE MACHINES, THIS CAUSES THEM TO MALFUNCTION.** Use only the amount of detergent recommended by the manufacturer, excessive amounts clog the pipes. We recommend the use of liquid detergent **ONLY**
- d. Rubber shoes and articles with metal attachments must **NOT** be put into washers or dryers, because they cause damage to the laundry equipment.
- e. Please keep Laundry Rooms in a neat condition. Remove all spillage with special care to bleaching agents.
- f. Laundry Room doors shall be closed at all times and lights turned off when user leaves the room.
- g. No beach towels or beach wear to be placed in dryers unless items have been thoroughly washed.

18. Waste Disposal

(If trash rooms are locked, your Medeco key will open the doors)

- a. Newspapers and glass, aluminum and plastic items are to be placed in the appropriate recycling bins in the trash area. Please follow recycling procedures as set out by the Palm Beach Recycling Materials Program – a copy of which is available in the office.

- b. Owners must make their own arrangements for bulky items, such as furniture and large appliances.
- c. Large cartons and boxes must be carried by hand to the trash rooms in the parking area.
- d. Bones are not suitable for apartment disposal units. Grease should be put in cans or other leak-proof containers and carried to the trash rooms in the parking area.
- e. In order to eliminate odors and vermin, and for health reasons, all garbage shall be placed in sealed plastic bags.
- f. Lighted cigarettes or ashes constitute a serious fire hazard and must not be placed in the trash chutes.
- g. Do not place anything on the floors of the small trash rooms.
- h. Keep trash room doors closed at all times.

19. Notice Boards

- a. Notice to Board, Committee and unit owners' meetings shall be posted on the bulletin boards located in the mail room and the East lobby.
- b. General Notices shall be posted on the board located on the East wall of the mail room for the use of occupants only. Commercial notices are not permitted.
- c. Personal Notices by occupants must be submitted to the office secretary for posting and will be restricted to the notice board in the mail room only.

20. Employees of Mayan Towers North

- a. Building employees are not permitted to perform personal services during regular duty hours. If they so desire, they may be employed by owners or tenants after 3:30PM on weekdays or on Saturdays.
- b. If any owner engages the services of an Association employee outside normal working hours a "hold-harmless" form must be executed by the owner and filed with the office. Employees will be required to sign and file with the office one of the forms before work can be performed. The required forms are available in the office.
- c. Apartment owners and tenants should not give orders and/or directions to building employees. Any suggestion, advice, or recommendation should be referred to the office.
- d. Employees are not permitted to retrieve mail or packages when the office is closed. The office will not accept Registered or Certified mail on behalf of owners or tenants under any circumstances.

Office Hours: Monday, Wednesday, Thursday, Friday 9:00 AM – 3:00 PM
Closed on Tuesday

21. Private Residence

Mayan Towers is a private dwelling residence. Apartments may not be used, or advertised, for the purpose of carrying on a business, profession, or trade, or for any purpose other than as a private residence.

22. Maintenance Fees/Assessments

Maintenance fees are due and payable on the first of each month and are late if not paid by the 10th. Late payments are subject to interest charges at the rate of 18% per annum plus a late payment fee, which is the greater of \$25 or 5% of the delinquent installment.

23. Insurance

In accordance with our Declaration of Condominium, the Association's Master insurance policy covers ceilings, wall and floor coverings, electric fixtures, appliances, air conditioning and/or heating equipment, water heaters and built-in cabinets contained within each owner's apartment. This coverage applies to these items as initially installed in the building, or replacements thereof of like kind or quality. It does not cover "additions or alterations" such as floor tile, wall paper, upgraded appliances, etc...Owners should consult with their insurance company to assure adequate coverage of all such "additions or alternations".

24. Association Records

- a. Owners wishing to inspect and/or copy Association records may do so upon request at the office during the hours of 9:00 AM and 1:00 PM Monday, Wednesday, Thursday and Friday. Copies will be furnished at a cost of \$.10 per page.
- b. The records will be made available within five (5) working days after receipt of written request. The following types of records are excluded:
 - 1) Certain legal records
 - 2) Information obtained in connection with approval of a lease, sale or other transfer of a unit.
 - 3) Medical records of unit owners

25. Owner attendance and participation at meetings

Owners are encouraged to attend and participate at Board, Committee, and unit owners' meetings, subject to the following rules:

A unit owner will be permitted to speak only in reference to an agenda item except as authorized by the Board or committee Chairman. The unit owner's statement shall not exceed three (3) minutes. The chairman of the meeting shall give the floor to any unit owner permitted to speak subsequent to the calling of the agenda item and prior to the discussion

and vote of the Board or committee upon the agenda item. Unit owners are permitted to speak only once per agenda item.

26. Smoking in enclosed public areas

In accordance with Florida Law, smoking in enclosed public areas in condominiums is prohibited. The effect of this law for our condominium is that smoking is not allowed in the office, lobby areas, elevators, stairwells, restrooms, and the clubhouse. There is no exception.

27. Moving and Deliveries

- a. The moving or delivery of furniture and/or household goods is permitted Monday through Friday between the hours of 7:30 AM and 3:30 PM. No moving or deliveries are permitted on weekends or holidays. Exception to designated hours, as in case of emergencies, requires prior coordination with Maintenance Supervisor.
- b. Notify the office when moving or deliveries are to be made.

28. Television

- a. The TV roof antenna outlet in all apartments is the property of Mayan Towers Condominium II, Inc. It is not to be opened and changed in any way. If the outlet is damaged the apartment owner (s) will be billed.
- b. Satellite dish antenna is not to protrude or extend beyond condo exterior walls at any time. Town of Palm Beach Shores must be consulted by owner, prior to installation, about possible permit requirements.

29. Roof

Roof access is limited to repair personnel, maintenance personnel, or emergency personnel. The roof is not a viewing area for owners, renters or guests.

30. Sales and Leases

The Sales and Leases Committee normally meets on the second and fourth Monday of each month throughout the year.

Mayan Towers Condominium II, Inc. is a residential condominium.

Transference of Ownership

- a. An owner shall not sell an apartment or any interest in it without the approval of the Board of Administration.
- b. Certificate of Approval is contingent on the title being in the same name on both the application and warranty deed.

- c. All changes of ownership or title shall be submitted on the Application to Purchase form.
- d. Owner shall:
 - 1) Sell to no more than two (2) individuals. No pets.
 - 2) Submit the completed Application to Purchase and a copy of the Purchase Agreement at least thirty (30) days prior to the scheduled closing dates.
- e. Prospective buyer(s) shall be personally interviewed by the Sales and Leases Committee prior to the approval of the Application to Purchase.
- f. Purchasers or Seller shall:
 - 1) Attach a check for \$100 payable to the order of Mayan Towers Condo II, Inc. for processing.
 - 2) Sign a receipt for a copy of the Current Rules and Regulations.
 - 3) Provide a copy of the Deed of Conveyance, as recorded in the Palm Beach County Court House as soon as practical after the closing.
- g. No change of title will be made in the Association records until the above requirements are met.
- h. The maximum number of persons (owners, renters, or overnight guests) allowed to occupy an apartment is:

Studio apartment	-2
2-Bedroom apartment	-6

Leases

- a. An apartment may be leased once in a rental year (July 1 to June 30) for a minimum of two (2) months with no assignment or subleasing.
- b. A completed Application to Lease and a copy of the executed Lease Contract shall be submitted at least three (3) weeks before the effective date of the lease. All prospective tenants for a long term lease shall be personally interviewed by the Sales and Leases Committee prior to approval of application.
- c. All applicants for lease shall be charged a \$100 application processing fee, except for renewal by the same lessee. In all other cases involving leases, the Sales and Leases Committee shall have the discretion to waive the fee, if circumstances warrant.
- d. Owners shall:
 - 1) Rent to no more than two individuals. No pets.
 - 2) Be responsible for damage or misuse of Association property caused by the lessee or the lessee's guests.
 - 3) Furnish the lessee with a copy of the Current Rules and Regulations.
 - 4) Furnish two sets of keys to the lessee.

- 5) Submit completed Application to Lease form, copy of Lease Contract, and fee to the Sales and Leases Committee.
 - 6) Relinquish all owner privileges, except the right to vote, during the rental period.
- e. The maximum number of persons (owners, renters, or overnight guests) allowed to occupy an apartment is:
- | | |
|---------------------|----|
| Studio apartment | -2 |
| 2-Bedroom apartment | -6 |
- f. An owner(s) who individually or jointly own(s) more than one apartment shall not rent more than one apartment in any given rental year (July 1 to June 30).
- g. If it has been determined that an apartment was rented without the approval of the Sales and Leases Committee during the off season, a request for a lease approval during the same rental year will be denied.
- h. The Lessee shall:
- 1) Read and abide by the Current Rules and Regulations of Mayan Towers Condo II, Inc.
 - 2) Have no pets on the premises
 - 3) Not sublet the apartment, nor allow others to stay overnight during his absence.
 - 4) Register the entire party with the office upon arrival or deposit the registration card in the Registration Box in the mail room.
 - 5) Register overnight guests upon their arrival.
 - 6) Use the assigned parking space of the owner.
 - 7) Be available for an orientation with the Sales and Leases Committee

These Amended and Registered Rules and Regulations are based upon Federal and State law, the Articles of Incorporation, Declaration of Condominium and By Laws as amended of Mayan Towers Condominium II, Inc., have been recorded in the Public Records of Palm Beach County in Official Records Book 13972 at page 869 on July 30, 2002 and are intended to be legally enforceable in a Court of Law.