



LONGWOOD TOWERS CONDOMINIUMS

Rules and Regulations



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<https://longwoodbhi.com/public-documents/>

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THE CURRENT RULES AND REGULATIONS ARE SUBJECT TO AMENDMENTS AND TO THE PROMULGATION OF FURTHER REGULATIONS IN THE MANNER PROVIDED IN THE DECLARATION OF CONDOMINIUM.

RULES AND REGULATIONS

I. Condominium Maintenance

Maintenance is due quarterly, on the 1st day of January, April, July and October. Appropriate late fees will be assessed after the 10th day of the applicable month. The Board of Directors may authorize special assessments to pay for repairs of improvements to the condominium as needed. Owners will be notified of the payment terms for special assessments.

II. Moving

- a. Moving days and hours are from Monday to Saturday from 9:00 a.m. to 6:00 p.m. There is a \$50 non-refundable convenience fee for Saturday moving.
- b. Moving on Sundays is prohibited.
- c. The office must be notified in advance of the date and time the move will take place.
- d. There is a \$500 deposit to cover possible damages. Deposit check is returned if no damage occurs, after Management inspection. Be sure to self-inspect before releasing your movers.

III. Office Hours

Office hours at Longwood Towers are **Thursdays** from 3:00 p.m. to 5:00 p.m. **In case of emergency**, please contact our Maintenance Director, board members or our CAM Manager. Their most recent contact information can be found on our website at:

<https://longwoodbhi.com/management/>

At any other time, **please submit a ticket on our website:**

<https://longwoodbhi.com/contact-us-report-a-problem/>

IV. Sales and Rentals

- a. All sales and rentals have to be authorized by the Board of Directors in writing.
- b. **Rentals or sales to corporations, partnerships or companies are not permitted.**
- c. Owners may not rent until two (2) years after closing.
- d. New owners and renters must obtain all keys from the sellers or landlords. These include: building keys, apartment keys, mailbox keys and storage room keys.
- e. Replacement Master Keys cost \$75.00 each.
- f. New owners must obtain the Condominium Documents from the sellers.
- g. All residents must fill out the information card provided by the office.

- h. The office must have a copy of the key(s) to every unit for emergencies.

V. Occupancy Limits

- a. Original One Bedroom units (1,105 sq ft) - no more than two (2) residents. These are units ending in numbers 01 and 12.
- b. One Bedroom plus den units (1,192 sq ft convertibles) - no more than three (3) residents. These are units ending in numbers 04, 05, 06, 07, 08 and 09.
- c. Original Two Bedroom units (1,463 sq ft) - no more than (4) residents. These are units ending in numbers 02, 03, 10 and 11.
- d. The Board of Directors may refuse sales or rentals to families that exceed the occupancy limits. No owner or renter may allow additional persons (including family members) to move into the condo that exceed the aforementioned limits.

VI. Your Apartment

- a. All repairs and maintenance to the units (with the exception of painting) must be approved by the Board of Directors and the Town of Bay Harbor Islands in writing. In the case of the town, a permit is mandatory and must be posted at the entrance of the building. This includes hurricane shutters. Any work done without a permit will be reported to the town and subject to fines. It is the responsibility of the owner that all debris is removed by your contracted workers.

- b. Repairs and Maintenance strictly from 9:00AM to 6:00PM Monday to Friday.**

- c. Pets are not allowed.**

Reasonable Accommodation requests for changes in Condominium Association rules and regulations is available pursuant to Federal Disability laws. Applications must be filed with the Management Office and approved by the Board of Directors before an owner or resident is entitled to make changes based on reasonable accommodation. Applications and Procedure are available in the Office.

- d. Use of your unit is for **single family residential** purposes. The utilization of the units for business and commercial purposes is prohibited.
- e. **Clothing washers and dryers are not permitted inside the units.** The building's water pipes are not equipped for the water load and will break.
- f. **Windows** may only be covered by curtains, shutters or shades. Paper may not be used, including newspaper and aluminum.
- g. **Air Conditioners**
 - 1. It is recommended that the filter be changed in your unit on a quarterly basis.
 - 2. Coils and drain pans must be cleaned annually to avoid leaks and floods.
- h. **Balconies**

1. Owners may have plants on their balconies but not placed on the cement ledge on the side of the balcony.
2. Towels, bathing suits and clothes cannot be hung to dry on the railings.
3. Cooking and grilling is prohibited by the town. It is permitted in the pool area.

VII. Parking

- a. Every unit has one (1) assigned parking space. Covered parking is available for a monthly fee on a first come, first served basis and subject to availability. Additional vehicles may be parked in visitor parking spaces or the spaces in the front and sides of the building.
- b. According to the laws of the Town of Bay Harbor Islands, all vehicles must be parked so that the tag is visible.
- c. Parking is not permitted in the front driveway or by the rear door of the building.
- d. The following vehicles may not be parked on the premises: commercial vehicles, boats, trailers, motor homes, motorcycles, mopeds, campers, trucks, recreational vehicles. Existing motorcycles and mopeds may be parked in your assigned parking spaces but not on the common areas.
- e. No vehicle repairs, oil change or car wash permitted on the Premises.

VIII. Laundry Rooms

- a. Laundry rooms are for the exclusive use of residents and their guests. They may not be utilized for commercial purposes.
- b. Hours of operation are 8:00 a.m. to 10:00 p.m. every day.
- c. Do not use foreign coins; the income from the laundry helps the building.
- d. The machines have a 10 lb capacity. **Please load only to 3/4 of the top.** Repairs for machines broken due to overloading will be invoiced to the violators.
- e. Please clean up detergent spilled on machines and lint from driers.
- f. Doors must be closed when you leave the laundry room per Fire Department Code.

IX. Trash

- a. Please place all trash in plastic bags and tie them before placing them in the chute. Small boxes may be placed in chute. Please do not place larger boxes that can jam the chute.
- b. The Town of Bay Harbor Islands recycles. Place plastic and glass containers in the plastic bins. Please rinse all food and beverage containers so they do not attract roaches. Papers and magazines can be placed on the shelf over the bins.

X. Billiard Room

- a. The hours of operation are from 10:00 a.m. to 10:00 p.m.

- b. Children under 13 years of age must be accompanied by an adult.
- c. No food or drinks are allowed in the billiard room.

XI. Gymnasium

- a. The gym may not be used after 10:00 p.m.
- b. Children under 17 must be accompanied by an adult.
- c. No food or drinks (except for your workout water bottle) allowed.

XII. Swimming Pool

- a. The hours of operation are 8:00 a.m. to 10:00 p.m.
- b. No loud music or excessive noise permitted at any time.
- c. Swim at your own risk, there is no lifeguard on duty . Owners, Management and Board Members are not responsible for accidents or injuries.
- d. Please shower before entering the pool.
- e. **Diving and “flipping” are not permitted.** The shallow end is 3 feet deep and the deep end is 6 feet deep.
- f. Children under 3 years of age are not allowed in the pool.
- g. Children under 14 years of age must be accompanied by an adult at all times.
- h. The pool is for the exclusive use of owners and their guests. Owners must be present when guests are using the pool.
- i. Glass bottles and containers are not allowed in the pool area.
- j. Pool party/gathering Security (clean-up) Deposit: \$150.00 deposit refundable if the pool area is properly cleaned, as determined after Management inspection.
- k. **No Animals** (including companion pets) permitted in the pool area (pool or patio).

XIII. Party (meeting) Room

- a. The party room is available for parties on a first come, first-served basis.
- b. Hours of Operation: 9:00 a.m. to 11:00 p.m.
- c. Rent: \$150.00 per day (4 hour limit plus 2 hour set-up/clean-up time)
- d. Security (clean-up) Deposit: \$150.00 deposit refundable if the party room is properly cleaned, as determined after Management inspection.
- e. No alcoholic beverages permitted.
- f. No loud music at any time.

XIV. Common Areas

- a. Shoes and tops must be used in the common areas (except for the pool area).
- b. Skates, skateboards, bicycles and roller skates cannot be used inside the building.
- c. Smoking is not permitted in the common areas inside the building or within 25 feet of the building entrances or in balconies.

XV. Storage Units- Bicycles

- a. All contents placed in the storage units are stored at owner's risk. Longwood Towers does not assume responsibility for damage or theft.
- b. Bicycles may be stored in the storage units or in the bicycle room.

XVI. Condominium Workers

The condominium workers are available to make small repairs or other work in the units. They are not allowed to do this during their work hours. It is advisable that residents agree on a price for the work prior the worker starting the job.

Management considers violations by guests to be a serious breach of Building Rules and Premises Safety. Any Violation may result In Police assistance and removal of non-complying guests.

Violations may result in recurring fines of at least \$100 per incident.

Renters who violate building rules will not receive approval to renew their lease at the end of the term and may even result in eviction depending on the severity of the violation.

I HEREBY CONFIRM THAT I HAVE READ THE RULES AND REGULATIONS OF LONGWOOD TOWERS AND THAT I WILL COMPLY WITH THEM.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____