

# **Highland Towers, Inc.**

## **HOUSE RULES**



**Revised April 2025**

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## Arrival and Departure

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Please notify the office one (1) week in advance of the intended time of your arrival, this will permit the office to be aware of your presence at the property.

Upon arrival, all owners and guests should check in at the office to advise us of your length of stay. Also, Anne Dunn must be provided with the make, model, and plate number of your car. This will make it possible to identify any unauthorized vehicles on the property. All owners, guests, renters and renter's guests are to sign the guest book located on the table in the front main lobby. Please enter the date (not time) of arrival and departure.

Owners must not assume their assigned parking space is available since their absence, it may have been reassigned. Please advise Anne Dunn by email [aldunn2921@gmail.com](mailto:aldunn2921@gmail.com) or by telephone **(516) 263-7470** of your arrival and length of stay.

***WE MUST KNOW WHO IS IN RESIDENCE IN THE EVENT OF AN EMERGENCY***

## Security and Safety

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For your security and protection, keep all entry doors to the building and gates to the pool locked at all times, when entering or exiting the building, make sure that the door and gates lock behind you. Never allow entry to any person who is not known to you. They must use the entry phone system. Dial 911 if you notice any suspicious activity. An emergency 911 system has been installed in the door entry telephone located outside the front door. All building lobby doors and pedestrian gates are kept locked at all times. Children under the age of 12 must be accompanied by an adult in an elevator and must be supervised at all times in all common areas.

In accordance with directives from the fire department is not permitted charging lithium-ion batteries, including those found in e-bikes, e-scooters, and other Light Electric Vehicles (LEVs), within storage units. Lithium-ion batteries pose a fire risk due to potential thermal runaway, and compliance with this rule is mandatory.

During the rental season, renters must not share access codes or keys with their guests under any circumstances.

## Fire Alarm Procedure

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***WHEN THE ALARM SOUNDS, EVERYONE  
MUST VACATE THE BUILDING***

Those living in the North wing of the building should descend the Northeast exterior stairway to ground level. Those living in the West wing should descend the Southwest exterior stairway to ground level. Do not use the elevators or the interior stairway when responding to a fire alarm. Everyone should assemble away from the building, out in the parking lot, until notified that you may return to your apartment. To provide safe egress and in accordance with the fire code, all stairways and walkways must be kept clear of any kind of obstruction. All person with disabilities and persons requiring assistance should advise the town of Highland Beach Fire/Rescue Service of your location in the building.

**SEE DIAGRAM OF EMERGENCY EXITS  
(Pages 15-16)**

## Parking

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There are 50 apartments in Highland Towers; the East lot has 38 parking spaces. Spaces in the East lot have been assigned by seniority of ownership on the basis of one space per apartment. However, these spaces may be temporarily assigned to others in the absence of the assigned owner. If you expect your assigned space to be available, you must notify Anne Dunn (aldunn2921@gmail.com) one (1) week in advance of arrival.

The parking lots and spaces are common areas; you do not own your parking space. It follows that you cannot give permission to utilize your space when you are not using it. An assigned space in the East lot does not follow the sale or transfer of an apartment, except when the transfer of ownership is to a spouse.

Parking space priorities is as follows: 1-owner, 2-owner's family, 3-owner's guest (*based on availability*). If space is not available, there is plenty of parking in the West lot. From time to time the Board may review the parking assignments and revise to reallocate parking spaces. There are two lists for parking spaces as follows.

### Waiting for Space List and a Relocation List

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**Waiting for Space List:** this list is for those owners with no assigned parking space. Placement on this list, based on the date you became an owner, will be made by the person responsible for parking assignments and will be posted on the bulletin board. When a "waiting for a space owner" is expected in house, a parking space in the East lot will be assigned on a temporary basis, when available.

**Relocation List:** An owner should have the ability to change his/her parking space, and not have to remain with a less desirable space for life. A list of those desiring to relocate will be kept on a first come, first serve basis. When a parking space becomes available, the first person on the relocation list will have the option of taking this space. If he or she does not take the offered space, the next person on the list will be offered the space and so on down the list. If the parking space is taken, the space vacated by the person who is relocating will be assigned to the first person on the waiting for space list. Any person on the relocation list not willing to take an offered space will be passed over but will remain at his/her present position on the list.

If an apartment is owned by a legal entity, such as a Corporation, Trust, or Partnership, the entity must designate one individual as its representative for all dealings related to the apartment. This designated individual will be considered the "owner" of the apartment for all purposes. Upon the death of the present owner and/or surviving spouse, the entity will be placed at the bottom of the waiting for space list.

- Owners who currently have a parking space will maintain that same parking space when moving to a new apartment in the building.
- There can be no sale of parking spaces. If two owners agree to exchange their parking spaces, each must submit a letter to the office advising of the exchange. In the event of the death of one of the parties to an exchange, or the sale of one of the apartments involved, the parking spaces will revert to the original assignments.
- An owner cannot assign his/her space in the East lot to anyone during his/her absence.

- No overnight parking of any commercial vehicles unless prior arrangements are made with management.
- Large vehicles must be parked in the West lot. Motorhomes, trailers of any kind, including utility trailers, boats, campers, or motorcycles may be parked in the West lot for one (1) night, unless prior arrangements have been made with the office.
- All owners who park in the East lot must leave a set of car keys in the office in the event of absence, so the car can be moved in an emergency.
- Parking spaces in the West lot are unassigned. They are for residents' use for all permitted vehicles, for guests, for renters and employees.
- All drivers must enter the East lot at the South end and exit at the North end of the lot.
- Owners with more than one car must park the additional cars in the West lot.
- Guests of owners or renters must park in the West Parking Lot **ONLY**.
- The code for the West Parking Lot electric gate is: **1 3 5 7**
- The code for the West Parking Lot manual gate is: **C 1 3 5**
- A remote for the West Parking Lot electric gate can be obtained from the manager at a cost of \$35.00.

*Owners and sub-leases may advise their guests not to park in the service drive or in any vacant space in the East lot. Even if for a brief visit since these spots may be assigned.*

### **Service Drive**

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- Do not park in the North driveway, it is a service drive. Cars parked in the service drive maybe towed away at vehicle owners' expense.
- Do not park under or in front of the Porte-Cohere.

### **Short Term Absence**

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- If an owner with an assigned space in the East lot will not be in residence for fifteen (15) days or more, between November 1 and May 31, his/her car must be moved to the West lot.
- It is recommended that if you leave your vehicle in either the East or West lot and anticipate being away for more than two weeks, that you leave a set of keys to your vehicle in the office in case there is a reason to move your vehicle while you are away.

### **Barbecue**

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- The barbecue is to be used only by Owners or lessees. Children under age 18 may not use the barbecue.
- When cooking is complete, turn off gas tank, allow unit to cool then clean grill and all barbecue surfaces and cover the unit. While the barbecue is available on first come first serve basis, please be courteous and do not monopolize the unit.
- Grill may not be moved by owners without approval of the building manager.

## Pool, Patio and Beach

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- Use of the pool, patio, and all facilities is at your own risk.
- The pool is open from 9:00 a.m. until dusk, except when closed for maintenance.
- No lifeguard is provided at the pool or on the beach. Swimming is at your own risk at all times.
- Children under the age of 12 must be supervised by an adult at all times in the pool and patio area.
- Shower and wash off sand and sunscreen before entering the pool.
- Do not dive or jump into the pool. Do not play or hang on the rope.
- Rafts and inflated toys are not permitted in the pool.
- Do not hang towels or clothing on the pool fence or beach stair rails.
- Eating and drinking are not permitted in the pool area. After eating or drinking on the patio, dispose of all wrappers, containers, etc. No glass containers allowed on the pool deck!
- Lounge chairs and chairs are to be used on the patio or surrounding area only. They are not to be taken to the beach. Lounge chairs may not be reserved.
- Each unit is permitted only two chairs.
- When in bathing attire, cover the lounge or chair fully with beach towels before using.
- Beach equipment is your responsibility. Store folding chairs in the bins at foot of the beach stairs. Children's beach toys are also to be stored inside the white bins in the pool area. Large items to be stored under the beach stairs.
- When you leave at the end of the season, put all beach equipment in your apartment or storage bins. (Read page 12 - Fines, for more details)
- All beach lounge chairs must be stacked after use.
- The last person to stack the beach lounge chairs at the end of the day, should padlock the chairs. The code for the beach lounge chairs padlock is 2921.
- When leaving patio area close the umbrellas and replace the lounges to original locations.
- Wear footwear and robes or cover-ups when in the building or elevators.
- Remove all sand and tars from feet and footwear. Tar removal material are at the base of the beach stairs.
- Dry off thoroughly before entering the building. Wet floors can be hazardous.
- Rinse off sand before entering the building from the beach.
- Children in diapers must have approved watertight diapers and bathing suits.
- Smoking is prohibited in all indoor and outdoor common areas, including the pool deck.

## Car Washing

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Cars may be washed only in the designated location in the West lot. Do not park in this space.

## Quiet Enjoyment

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- **Noise:** In consideration of your neighbors, please keep noise to a minimum in your apartment and in all common areas, especially between the hours of 10pm and 8am.
- **Cell phone:** When using cell phones on the patio, be considerate of your neighbors.
- **Pets:** No pets are allowed in the building or on the premises at any time.
- **Smoking:** Smoking is prohibited in all indoor and outdoor common areas.
- **Clothes Drying:** Do not use balconies or railing on the balconies, terraces, or walkways to hang towels, clothing, etc.

## Refuse Disposal and Laundry Facilities

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In compliance with the Palm Beach County Solid Waste Authority, we recycle newspapers, RINSED glass, plastic containers, and cans. These items are to be placed in the appropriate bins in the utility room on each floor. Please read the recycling guide posted near each refuse chute to learn what is recyclable.

All other trash must be placed in a plastic garbage bag, securely tied, and put down the chute. Plastic bags from the supermarket are not strong enough for trash disposal and are not recyclable. Proper trash disposal eliminates rodent and odor problems.

No furniture, bedding or large appliances may be placed in the dumpster. To have these items removed you must contact Waste Management at 561-547-4000 and schedule a bulk pickup at the Town of Highland Beach: [www.highlandbeach.us](http://www.highlandbeach.us) - you are responsible for bringing your items downstairs and informing the manager the details.

## Washer/ Dryer

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- Washers and dryers run approximately 45 minutes each. Remove clothes from the machines immediately after they stop so that others can use them.
- All shareholders have been provided with a 'cash card' used to pay for the washers and dryers. The card can be recharged using the station located in the lobby closet.
- Lost cards can be replaced at a cost of \$10.00
- Remove lint from the lint screen after each use and dispose of properly.
- Notify the office of any malfunction of the machines. There is also the vendor contact information on the side of the machines.

## Maintenance Personnel

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- During working hours, employees are not permitted to perform personal errands or business for owners, renters, or guests, whether on or off the premises.
- All requests for services should be routed through the manager at the onsite office. This includes maintenance and janitorial staff services.
- Unit keys will not be handed out without written or email permission from the owner(s).



## **Building Services and Maintenance**

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The building is staffed five (5) days per week from 7:00 a.m. to 4:00 p.m.

Requests for services must be made using the Maintenance/Service Request form. Copies of this form are available in the bottom right house mail slot in the meeting room and on the community website. Please include your name and the time and date on each request form. When it is not possible or practical to use the form, e-mail, letter, or fax will serve the same purpose. Verbal requests to the office or the maintenance personnel cannot be accommodated.

- Use the Maintenance/Service Request form for the following.
- Arrival and departure dates. Submit the form to the office one week prior to your arrival/departure.
- Notifying the office of expected deliveries to your unit. To the extent possible, deliveries should be scheduled only when you are in residence, and between 8:30 a.m. to 4:00 p.m. Monday through Friday. Weekend deliveries need to be approved in advance by the office.
- Notifying the office of contractors who will be working in your unit.
- Notifying the office of problems on the property.

## **Owner Responsibilities**

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We all wish to take pride in our building. Please be vigilant in following areas:

- Windows, screens, entrance doors, door frames and hardware, and air conditioner grills. Check for leaks, pitting, tears, rust, etc.
- Installation, proper operation, and replacement of hurricane shutters.
- Decorating, painting, etc..., as to the upkeep and appearance of your apartment.
- Electrical appliances.
- In-apartment plumbing.

Please inspect these areas of your responsibility, realizing that this is your contribution to the building's presentation. Please refer to Sec. 9, Para. A, of your Proprietary Lease, which sets forth owner responsibilities.

Owners are responsible for maintaining their apartments properly. Should any failure within your apartment result in damage, where the responsible owner fails to make necessary repairs and it is clear where responsibility lies, Highland Towers, Inc. will arrange for the repairs and bill the responsible owner accordingly. (See P.L., Sec.20, Para. 1)



## **Asbestos**

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The "popcorn" ceiling in most apartments have been found to contain friable asbestos. (Friable asbestos material is any material containing more than 1% asbestos that, when dry, can be crumbled or reduced to powder by hand). These ceilings that need to be painted must be spray painted, not brushed or roller painted. Removal of these ceilings or installation of ceiling lights or fans must be done by a certified "Florida Asbestos Abatement Contractor". The responsibility of locating a certified asbestos contractor rests with the owner. Any fines against Highland Towers, Inc., resulting from the use of non-certified contractor will be passed on to the offending owner. Old tile flooring and floor sheeting at various locations have been found to contain nonfriable asbestos. (Non-friable asbestos materials are those that do not release significant amounts of asbestos fiber even when damaged.) Removal must be done by a certified "Florida Asbestos Abatement Contractor". New floor tiles or sheeting can be laid over the existing materials, and this does not require a certified "Florida Asbestos Abatement Contractor".

### **Major changes in your apartment require prior approval of the Architectural Review Committee**

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All requests are to be submitted to the Board for:

- Structural changes within the apartment.
- New screen doors or front doors.
- Anything that would affect the appearance of the exterior of the building.
- **All interior upgrades (Kitchen, Bathrooms, etc.)**
- Window Replacement
- Shutter Replacement
- Any cutting or coring of concrete or CMU masonry walls or slabs inside the apartment
- Please refer to the Town of Highland Beach for items that must be permitted when submitting Architectural Review Requests:  
<https://highlandbeach.us/departments/building-department/> "Do I Need a Permit"
- **No Work may begin until the Association has approved your Architectural Review Request.**
- **The Association may deem it necessary to hire an engineer or building specialist to review Architectural Review Requests submitted by individual Shareholders. Any cost associated with the review of an Architectural Review Request may be billed back to the Shareholders of the unit making the request.**

***See Office Team for Architectural Request Change Form***

## Conformity

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Interior blinds and shades used on windows and glass doors must be white or off-white in color.

## Balconies and Patios

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Balconies and patios are considered Limited Common Areas and as such are maintained by the Association. Painting of the balcony is done by the Association. To prevent deterioration of the concrete deck surface, the area must not be covered with carpeting, tile, live plants, or any other items that would allow water to collect on the surface and impede drying of the concrete.

***It is prohibited to fasten any item to a wall or ceiling on any balcony or patio.***

***Do not use balconies or railings on the balconies, terraces or walkways to hang towels or clothing drying.***

## Hurricane Preparedness

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The Hurricane Season is from **June 1<sup>st</sup> to November 30<sup>th</sup>**

If you will not be in residence during the hurricane season you should prepare your unit accordingly.

- Remove all furnishing from balconies and patios. Where an owner fails to do so, and the maintenance personnel must bring the item(s) into the apartment, the owner will be billed accordingly, and Highland Towers Inc. will bear no liability for any damages that may result.
- Close and secure all hurricane shutters.
- Close and lock all windows.
- Assume the building will be without power and water should a hurricane occur.
- Remove perishable items from your refrigerator .
- Disconnect electrical appliance that are subject to damage by electrical surges i.e. television sets, computers, etc.
- Leave building if a mandatory evacuation order is issued.
- Carry with you some means of identification that indicates that you are a resident of Highland Beach.
- Do not attempt to return to the building until power and water are restored.

**The following phone numbers may be of use for the Town of Highland Beach:**

- **Police: 561-266-5800 (Emergency 911)**
- **Fire Department: 561-243-7400**
- **Town Hall: 561-278-4548**

## Storage Units

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Storage units are common areas and do not belong to unit owners. They are assigned to unit owners when available. Owners without a storage unit may request one and go on a waiting list for a storage space.

- Owners may not occupy more than one assigned space.
- All owners should regularly inspect the contents of their assigned storage units on the ground floor of the building.
- Discard all unusable items.
- Flammable or toxic materials are not allowed in this area at any time. This includes oil-based paint.
- Since storage space is limited, any item too large to store in your assigned space must be removed from the premises.
- NO items may be stored outside your assigned space. (Except bicycles or kayaks)

## Outside Contractors

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- Hire only licensed plumbers to repair kitchen or bathroom pipes and fixtures, or licensed electricians to repair/replace electrical wiring, devices, and appliances. Our maintenance employee(s) are not licensed plumbers or electricians.
- If you have the original water shut-off valve in your apartment, please have a plumber install a new one. This will make it possible to shut off the water in the apartment, if necessary, without shutting off water to the entire building. Also, ask the plumber to inspect your water heater for possible replacement, if it is 10 years or older.
- When changing out water heater, shareholder must install a check valve, so water service to the building is not interrupted.
- Submit a maintenance/service request form to the office with scheduled desired date.
- When a Shareholder is moving heavy items that must be picked up or delivered they must contact the Building Manager to schedule the covering of the catwalks and install padding in the elevator. The Shareholder must provide a copy of the shipper or vendor's certificate of insurance. If the Manager is not informed ahead of time, the shipper or vendor will be refused entry that day. Any damages incurred to the building will be repaired and charged to the Shareholder. Shipping/delivery times are from 8:00 a.m. until 4:00 p.m. Weekend hours can be arranged at Shareholder's expense, if notified appropriately in advance.
- Notify contractors to contact the office one (1) week before the start of work so the certificates of insurance can be faxed/mailed to the office before they begin their work.
- Instruct all service people to park on the North side of the building, against the retaining wall only or in the West lot.
- No work shall be done in the building on weekends unless it is minimal type work

that does not involve the use of noisy equipment. The office **MUST** be notified in advance of such activity and the owner is responsible to ensure that all debris is removed from Highland Towers.

- Contractor must leave the premises by 4:00 p.m. and sign out.
- **The Board may limit the amount of work or contractor/vendor accessibility to individual units, building or the property at times of major construction to the building facilities and grounds. Association and building repairs take priority, emergencies at individual units will be handled via the Manager and the Executive Committee on an urgency basis.**
- All contractors/vendors performing work at Highland Towers, Inc. must adhere to the Town of Highland Beach's Building Department <https://highlandbeach.us/departments/building-department/> rules regulations and criteria. Contractors/Vendors are responsible for filing all appropriate paperwork requested by The Town of Highland Beach for work performed at Highland Towers, Inc.

## **Subleasing**

While allowed by the Proprietary Lease (P.L Para **H**), subleasing is further restricted such that:

- Subleasing is not permitted during the first two (2) years of ownership, except for transfers of ownership within a family. See the Proprietary Lease Article 9 "Covenants of Lessee", Paragraph **H** "Subletting" for the definition of transfer within a family.
- Premises may be sublet only once in any twelve (12) month period, irrespective of period of sublet. (Minimum of 3 months lease)

## **Fines**

The House Rules are part of the Proprietary Lease. If the owner, guests, or sub lessee fails to comply with any provision of the House Rules of the Association, a fine of \$100 per day will be imposed on the owner with an aggregate limit of \$1,000 per violation. If not paid within 30 days, a late fee of \$25 per month plus 18% annual interest will be assessed until paid.

Any items on a patio or a balcony during a hurricane and/or tropical storm watch, warning, advisory or outlook will be moved inside, and a \$75 fee will be assessed to the Shareholder for building maintenance when items are moved inside on their behalf, in lieu of the Shareholder performing the task themselves.

When you leave the building, please remove your items from the beach storage area. If a storm approaches, any chairs or other beach items left at the beach storage area at the stairs will be discarded.

## **Catwalks**

- It is prohibited to place any objects such as floor mats on any common area floor or walkway.
- It is prohibited to fasten any item onto any common area walls or surfaces (including balconies).
- Do not leave trash bags on the catwalk.
- Carpet not allowed at front doors.

## **Lobby, Meeting Room and Common Kitchen Areas**

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- If using refrigerator or freezer in the kitchen area make sure you cleared everything out after a couple days to be readily accessible to any Shareholder if needed.
- Any books, toys, or board games taken from the lobby must be returned. They are the property of Highland Towers

## **Maintenance Fees & Special Assessments**

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All quarterly assessments are due in full on the first of the month with a seven-day grace period. All payments whether electronic, by draft or cash received after the eighth (8<sup>th</sup>) of the month are deemed late and the Shareholder will be charged \$25 for a late fee per month for each payment past due as well as 18% interest on the past due balance. There is no grace period for subsequent monthly late fees or interest.

Maintenance charges and special assessments not paid in full or paid later than the grace period of 7 days are late. After the due date has passed, a late fee of \$25 per month plus 18% annual interest will be assessed until paid.

## **Owner's Replacement Costs**

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- West Gate Remote: **\$25.00**
- Building Gate Key: **\$40.00**
- Building Key Fob: **\$20.00**
- Washer/Dry Cash Card: **FREE**

## **Codes & Passwords**

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**Lobby Wi-Fi: Username: HTguest**  
**Password: HTGuest2921**

**West parking lot electric gate code: 1 3 5 7**

**West parking lot pedestrian gate code: C 1 3 5**

**Beach chair padlock code: 2 9 2 1**

## **Contact Information**

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### **Office:**

**Highland Towers, Inc.  
2921 South Ocean Blvd  
Highland Beach, Florida 33487**

**Office Phone: 561-276-6267**

**Office Email: [manager@highlandtowers.org](mailto:manager@highlandtowers.org)**

**Contact: Roseane Souza**

**Board President: James Keefe (2025-2026)**

**President Email: [hightpres@gmail.com](mailto:hightpres@gmail.com)**

**<https://www.highlandtowers.org/>**

**Maintenance: Jose Arango Mobile: 954-805-9579**







