

Guests at the Ocean Ritz have a responsibility to all owners and other guests when visiting our home. The Ocean Ritz is not a hotel, it is our home and we welcome you during your visit.

THE OCEAN RITZ CONDOMINIUM GENERAL RULES

The rules and policies stated below are not for the purpose of restricting or limiting the activities of the owner, renter or guest, but rather for the comfort and safety of all. It is each resident's responsibility to not perform an act which could hinder, restrict or interrupt any other owner, renter or guests enjoyment of the premises

PROPOSED RULES

1. VEHICLES – Fire lanes and driveways must not be blocked. Vehicles may be parked on the upper parking deck where space is available. Individuals authorized to park on the deck include unit owners, renters and guests. Others seeking parking spaces must be authorized by the front desk and register in and out. Unit owners are encouraged to park in their assigned space(s) in the basement garage parking area. Owners must give written permission for renters, guests or other owners to use their garage space provided the management is aware of the written change and it is filed. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
2. HALL AND PASSAGEWAYS – Sidewalks, entries, passages, vestibules, halls and stairways must not be obstructed in any way or used for any purpose other than for the entrance or exit to and from the apartments.
3. BALCONIES – clotheslines, cleaning equipment, outdoor or electric grills, and wheeled vehicles are not permitted on balconies. Drying racks can be used to dry beach towels and then put away. Surfboards allowed on balcony providing they're laying down and not standing up. NO beach towels are allowed to hang over the railings of the balcony. Throwing and otherwise dropping cigarette butts, dirt sweeping, pails of water and debris over the balcony to the ground is strictly forbidden to avoid damage to property owners and common elements. NO hangings or furniture can be anchored to the balcony. All furniture making contact with balcony flooring must be plastic or rubber permanently fixed to bottom of furniture.
FIREWORKS STRICTLY FORBIDDEN, AT ALL TIMES, FROM BEING SET OFF A BALCONY, TO INCLUDE CHINESE LANTERNS. [Approved by the Board of Directors on 6/15/16 \(4 – 1\)](#)
4. TRASH AND GARBAGE DISPOSAL – Kitchen sink disposals must be used to dispose of wet garbage. Dry trash must be placed in plastic bags and dropped into the trash chute located in the laundry room between the hours of 9:00 am – 9:00 pm. Place glass bottles, other glass containers, newspapers, small cardboard boxes and magazines in the container provided in the laundry room. Pet litter must be double wrapped and placed in a designated receptacle in the garage area, near the recyclable bins. Litter must not be disposed of down the chute in the laundry room. Contact the front desk for information on bulky trash items. [Approved by the Board of Directors on 6/15/16 \(4 – 1\)](#)

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5. WATERBEDS AND HOT TUBS– Waterbeds are not permitted for use in The Ocean Ritz Building. ~~Hot tubs~~ *Jacuzzi type tubs* are permitted if they DO NOT exceed the water limit of a normal tub.
 6. OUTDOOR GRILLS - Instructions on the proper use of the barbecue grills will be posted in the grill area. After use, grills must be cleaned and recovered and the gas jets turned off. NO grills are allowed on balconies.
 7. SHOPPING/LUGGAGE CARTS – These carts *Grocery/Vendor carts* are not permitted on the front lobby floor. Use the basement area for loading and unloading. *Grocery* carts are not to be stored in the areas other than the designated area in the basement. *Grocery* carts must be returned to the basement immediately after use and placed in the designated storage area only. Luggage cart is to be used for luggage only.
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8. GUESTS - Unit owners/tenants desiring to have more than six (6) guests using the amenities at Ocean Ritz must receive written authorization from management. This includes, but is not limited to, the pool, the pool deck and sun deck, shuffleboard courts, grill/picnic areas, social room, fitness room and any other common areas maintained by the Ocean Ritz Association. As a reminder, any individual not residing at Ocean Ritz must be accompanied by the owner/tenant at all times while in the common areas. [Approved by the Board of Directors on 5/24/16 \(5 – 0\)](#)
 9. PETS – Pets are not allowed in the pool, lobby and the recreation areas. Pets are also not allowed on the grassy areas or around the pool of The Ocean Ritz. The pets must be on a leash and carried or carted *to the basement only*. Once in the basement ~~and outside the carpeted area~~ *double doors*, pets may be walked on a leash to the Atlantic Avenue sidewalk through the door access and egress provided. If a pet has an accident it must be cleaned up immediately by the owner. Owners renting their units are encouraged not to allow renters to have pets in their ~~apartments~~ *condos*. Each unit owner may keep up to two domestic pets ~~such as dogs or cats provided the total weight of the pets do not exceed twenty pounds combined, at maturity~~ *providing they do not weigh more than 20 lbs each*. NO PETS are permitted in the common area ~~unless they are carried or carted. Working~~ *Service* pets (ie. Seeing eye dogs, etc.) are excluded from these restrictions when properly identified and registered by the ~~manager~~ *management*.
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10. DOORS –Condominium doors to the hallways, laundry room door and all basement doors leading to the interior hallway spaces must not be left open or ajar with door chains or bottom wedges. (This is a Fire Regulation). Thresholds are needed under each entrance door to condos to meet Fire Regulation. [Approved by the Board of Directors on 5/24/16 \(5 – 0\)](#)
 11. MOVING AND DELIVERIES – Dates and times for moving in/out must be approved at least 48 hours in advance through the manager to allow for the west elevator to be padded. Move in/out dates and delivery of appliances, furniture, etc. must be scheduled Monday through Friday only starting at 9:00 AM and must be completed by 4:00 PM.

The west elevator must be reserved through the manager for the above stated purposes and hours. Deliveries and long distance mover's that can only arrive on Saturday, permission must be obtained from the manager in advance so that proper padding can be installed in preparation for the move. Deliveries and moves on Saturdays will only be allowed between the hours of 8:00 am – 12:00 pm. In the event a delivery and/or move is delayed or is not completed by 12:00 pm on a Saturday, the owner/tenant would be responsible to pay any additional salary, to include overtime, for staff kept after hours to remove the padding in the elevator. Deliveries and/or moves on Sundays or Holidays will not be allowed. [Approved by the Board of Directors on 5/24/16 \(4 – 1\) as amended.](#)

12. FOOD OR SPECIAL DELIVERIES – Food (pizza, etc.) or special deliveries (UPS, FED-EX, etc.) must be accepted personally at the front door when the front desk is closed.
13. BICYCLES – All Bicycles stored in the garage area must be identified, tagged and registered through the Manager and/or Front Desk. Notification of changes or replacements must be forwarded to the Manager and/or Front Desk immediately. Forms are available at the Front Desk for bicycle registration/changes. All bicycles must be stored in either the community bike racks or they may be stored in a unit owner's space on a two bike freestanding gravity bike rack placed against the wall. The installation of said rack will be completely non-penetrating and must be approved in advance by management. Bicycle storage will not be permitted in the individual units. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
14. DÉCOR INCOMMON AREAS – Artificial plants, etc. must not be placed in any common area without prior approval from the Curb Appeal Committee and Management. Maintenance and replacement will be the responsibility of individuals placing the arrangements at these locations Approval Forms are available at the front desk. Doormats prohibited in hallways due to Safety Reasons. [Approved by the Board of Directors on 6/15/16 \(4 – 1\)](#)
15. VEHICLE REGISTRATION – All vehicles left unattended in the unassigned parking spaces for ~~Periods longer than three (3) days~~ *on the upper deck* for extended periods longer than a week must notify the front desk, *in writing*, stating duration and reason for being left and contact information in the event, the ~~car had~~ *vehicle has* to be removed. When a vehicle is left *on Ocean Ritz property*, in your absence, you are required to complete a form ~~from~~ *with* the manager stating vehicle information, *that includes a* contact information number, and ~~leave~~ *a set of keys in the event of an emergency and your vehicle(s) needs to be removed. The vehicle(s) may be towed at the expense and request of the owner. If a vehicle needs to be towed by the Association for not having up to date contact information, keys or the vehicle is inoperable, the vehicle will be towed at owners expense. ALL vehicles located on Ocean Ritz property are required to have a current, unexpired, vehicle registration sticker on the license plate.*
16. PARKING SPACES – Garage Parking spaces must be limited to vehicle parking only. These spaces are not to be used for storing items. Items stored in front of vehicles cause those vehicles to encroach in the common areas creating an inconvenience to

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other owners (except as noted in Rule 12). Unit owners, tenants and guests may park a vehicle in a garage space only if that space is assigned to the unit they are occupying. When the Association is placed on notice that a vehicle is improperly parked in the garage parking area in a space assigned to another owner, without permission on file with management, or a vehicle is parked in an area that is not designated for parking, or is blocking any right-of-way, the Association in its sole discretion may have the vehicle towed from the premises at the vehicle owner's expense. Unit owners who have a parking space(s) in the garage may give permission to another owner, tenant or guest to park in their assigned space. Such permission must be given in writing to management with a copy also located at the front desk.

17. REMODELING WORK – Owners having remodeling work performed are responsible for the cleaning of any mess caused by the contractor. This includes, but is not limited to, carpet removal, old appliance removal, furniture, etc. At no time will the mentioned items be left in common areas. Owners must remove the items from the building the same day they are removed from the individual unit. All maintenance or remodeling work done by unit owners must be performed between the hours of 8:00 AM and 5:00 PM Monday through Friday. In the event maintenance staff has left for the day (after 4:00 PM) the contractor is responsible for removing the padding in the elevator, folding, and putting it away in the designated area when leaving the property. The intent of this rule is allow EMERGENCY work only on weekends and after hours. Bathroom and Kitchen remodels requiring water shut off owner must notify the Manager at least 48 hours in advance and can only be done on Tuesdays and Thursdays between the hours of 10:00 AM and 1:00 PM. Owners planning to have remodeling work performed in their condos, must pickup the Ocean Ritz Condominium Policies and Procedures for vendors and service providers at the Front Desk prior to getting bids for owners remodeling and repairs. ANY work involving Electrical, Plumbing, A/C and Heat, and/or Sliding Glass Door installation/repairs requires the owner to submit a copy of scope of work to the Manager. Written approval by the Manager, Board of Directors and in some case the Associations engineer (at the expense of the owner) is required for this type of work prior to signing a contract and work beginning.
1. All work must be performed by licensed and insured (including worker's comp) contractors.
 2. All Contractors must have a copy of liability insurance on file with the Ocean Ritz Condominium before work can be performed in the building.
 3. Owner must sign for the package and have all the contractors sign the Ocean Ritz Condominium Policies and Procedures.
 4. Remodeling bathrooms or kitchens, the owner must have a Cold Water Cut-Off Values installed to turn off the main water lines their condo (one in the bathroom wall and one in the wall behind the kitchen cabinets).
 5. Owner must replace their Hot Water Heater if it has been in service for 10 years or more.

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6. New installation or replacement of existing washer and/or dryers, in individual units, must be approved in writing by the Manager prior to purchase and installation. Only a single vent less all in one washer/dryer combination, not including a stackable washer/dryer unit, will be approved. Future replacement of an existing individual washer or dryer unit, that is no longer operable, will not be allowed. Dryers without proper ventilation IS A FIRE SAFETY ISSUE.

7. All existing or new washers must have a steel lined hose installed to prevent water leaks from their Washer. Any existing Dryers must have an indoor lint trap filter attached to the lint duct. The lint from under their Dryer must be cleaned each year to prevent FIRES.
8. Sliding glass doors (SGD) and windows must meet current Ocean Ritz specs as to construction, color, glass tint and installation. SGD must be approved by the Association's engineer and Board of Directors, in writing, prior to signing of contract or commencement of work. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#) Items approved/tabled 1., 2., 3., 4., 5., , 7., & 8 . APPROVED. Item 6. TABLED

18. COMPLAINTS – Any complaints must be submitted on an incident form to the manager. Complaint forms can be obtained at the front desk. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
19. WORK ORDERS – All work order requests must be presented to the manager for approval and action. At no time will work requests for maintenance people be [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
20. LEASES – Owners leasing their units must submit a copy of the lease agreement, within five (5) days of signing lease, together with the name and address of the intended lessee to the manager. All leases must be a minimum of THREE months. In all cases, owners are responsible for their lessee, including any damages done to common areas by lessees, behavior and conduct while residing at Ocean Ritz, and making sure lessee obeys Ocean Ritz documents and rules. Owners must provide their lessee with a copy of Ocean Ritz current rules before move in. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
21. REQUIRED ATTIRE – Proper attire must be worn in all common areas, lobby, hallways, elevators and recreational room. At no time will bathing suits be worn in these areas without shoes and cover-ups. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
22. SOCIAL ROOM – The Social Room is for the use of owners, renters and guests. A minimum of 5 business day advance reservations, with conditionally refundable deposit (contact office for deposit amount set by the Board), for private parties and other social gatherings must be approved by the Manager. ALL reservations made by an owner or renter for a private party or other social gathering is limited to 35 attendees (adults and children), including the host and any additional family residing with the host at Ocean Ritz. The individual reserving the social room must provide a list of invitees at Ocean Ritz at least 3 business days prior to reservation date. Personal conduct during parties must be controlled so excessive noise will not be generated to infringe on the peace and comfort of other owners and guests. Owners/tenant must be present during the time reserved and are responsible for any damage or loss caused by their

guests. A refundable deposit to be set By the Board of Directors and signed reservation form, must be received by the front desk at the same time Social Room is reserved. This deposit will be returned if conditions outlined in the Policy for Social Room Rental is followed and met. Deposit will be returned within 5 business days after the conclusion of Reservation upon satisfactory inspection by management and/or the Ocean Ritz Board of Directors. Any damages, or property loss that results in charges exceeding the deposit collected will be billed to the owner. In addition, any damage, loss, and/or behavior issues report during reservation of the Social Room may result in prohibiting owner, renter, and/or guest from reserving the Social Room until further notice.

REFER TO POLICY FOR SOCIAL ROOM RENTAL FOR MORE INFORMATION

1. Minors under twelve (12) years are not allowed to play pool unless accompanied by an adult.
 2. Reservation of the Social Room is limited to the Social Room and does not include use of the pool, pool deck, and/or lanai.
 3. For outdoor grill use, the owner/tenant (and/or his designee) is permitted to use one grill. Other party guest are not to congregate at the grill area. Food must be delivered to the social room for consumption.
 4. Furniture must not be removed from the social room.
 5. When use of room is complete, furniture must be relocated to the customary locations, remove all food, Disposal of all trash in chute located in same hallway leading to fitness room, replace trash liner, refrigerator cleaned out and all lights turned off
 6. Refrigerator to be used for private parties' **only**, not personal use. Refrigerator is cleaned out once a week without notice. [Approved by the Board of Directors on 6/15/16 \(5 – 0\)](#)
23. POOL AREA RULES – Pool hours are from 9:00 AM to 10:00 PM.
1. Glass bottles, canisters, drinking cups and other items made of glass are prohibited In the pool and wet deck area (Board of Health Regulation). This includes the grill area.
 2. Children under ten (10) years of age must be accompanied by an adult.
 3. Pool use is restricted to owners, renters and their guests. Unit owners are responsible for the conduct of their renters and guest
 4. Children may not invite guests for pool use at any time.
 5. Bathing attire only is permitted in the pool.
 6. While in the elevators and hallways, footwear must be worn and shirts, blouses, jackets or similar garments must, as a minimum, be used to cover the body from shoulders to waist. Before entering the building, dry off. Do not enter the building if you're wet or dripping water.
 7. The gate leading from the pool area to the beach is a part of the building security system. It must be kept locked (closed completely) at all times after entering or existing.
 8. No games, rough housing, ball playing or excessive noise is to be generated in or around the pool and pool area.
 9. Scuba tanks, floats, surfboards, balls, wet suits and toys are prohibited in the pool. Noodles are acceptable as well as swimmies or flotation devices for small children.
 10. The pool and pool area will be used ONLY for swimming, sunbathing and relaxing.
 11. Bicycles, tricycles, etc. are not allowed in the pool area.
 12. Persons wearing sun tan lotions and oils must not be allowed in the pool without first showering (Board of Health Regulation). 7 All persons

- entering from the beach area must shower before entering the pool.
13. Animals are not permitted in the pool and recreation areas. (Service animals registered with the Manager excluded)
 14. Persons having open skin sores and open and infected wounds must not enter the pool.
 15. Children wearing diapers and those 2 years of age and younger are not permitted in the swimming pool unless they are wearing a special swim diaper (Those designated for small children).
 16. All sand and tar must be removed from shoes when entering the pool area from the beach.
 17. No pool chairs, lounges or tables are to be removed from the pool area.
 18. When using lounge chairs, please use a towel to cover the lounge to protect them against oils and lotions.
 16. No food or beverages allowed in the pool.

Approved by the Board of Directors on 6/15/16 (5 – 0)

24. GUEST PRIVILEGES – Owners and tenants must register all guests at the front desk. *Unit owners are responsible to ensure that their guests adhere to condo rules and policies.* Approved by the Board of Directors on 6/15/16 (5 – 0)

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25. *SURFBOARDS/KAYAKS – No surfboards over 8 feet are allowed in the elevators. All surfboards must have a sock cover when in elevators. At no time are Kayaks allowed in elevators.*

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26. *CORBY KEYS – (Security system keys for entering and existing) Key fobs must be limited to immediate family members only. In the event no immediate family member is available the number of Corby Keys will be limited to 2 keys. Corby keys provided to persons other than immediate family must be registered with the manager. Renters are not allowed to purchase Corby Keys, owners must provide Corby Keys for renters. ~~All Corby keys must be turned into the Manager when your unit is sold. All keys over two will be purchased for \$10.00 and then resold.~~ New Corby Keys can be purchased through management.*

27. NEW OWNERS/RENTERS - All new owners and renters must sign stating they have received, read and understood, the policies and rules of the Ocean Ritz Condominium. Approved by the Board of Directors on 6/15/16 (5 – 0)

28. TREATMENT OF THE STAFF – The direction of the staff is not the responsibility nor the privilege of any member of the Ocean Ritz Association. Only the Board of Directors or management has the authority to be in charge of the Staff. Approved by the Board of Directors on 6/15/16 (5 – 0)

“VIOLATIONS” of any these rules may result in a warning, written reprimand or a fine to the unit owner involved. repeated or flagrant violations may result in the Board imposing fines which, under state law at this time, may range up to \$1,000.00 each incident.