

# **The Rules We Live By**

Tierra Del Sol Condominium Association, Inc.  
250 NE 20th Street Boca Raton, FL 33431

A Message to our Owners, Lessees, and Visitors:

Life in a condominium can be relaxing and rewarding, offering many conveniences, friendships, and economies. It offers a rather homogeneous lifestyle. But living closely together also imposes certain obligations on each owner to assure that his actions are in harmony with the wishes of the whole. This booklet presents a summary of rules to help achieve that harmony. The rules that follow are an abstract of Tierra Del Sol's Declaration of Condominium and other documents and their amendments. The rules are not unlike those used by countless other condominiums around the nation, for elements of good conduct are universal. They also cover matters of good housekeeping, security, safety, finances, parking rules, etc. They are not burdensome, but necessary and fair. The Board of Directors is required by law to administer these rules faithfully and evenly – and it has done so for many years. Your full cooperation is essential to this task and is earnestly requested. Your Board of Directors suggests that you take a few minutes to study these rules that will govern you for many happy years to come.

This printing replaces all previous versions of The Rules We Live By and incorporates all amendments to TDS's documents. It is reorganized and updated for ease of access – November 2023.

## **Condominium Unit Rules**

The inside of your condominium is your private home, the same as any single-family dwelling. You own it, up to its unfinished interior "skin". The supporting structure is also owned by you-- 1/120th of it, along with that same partial ownership of the other "common elements". To secure the happiness and well-being of all 120 families, these rules must prevail.

### **A1 Lawful Use:**

Condominiums may not be used for commercial or professional purposes. Occupancy on a permanent basis is limited to the owner and his/her family, as a single-family residence. Children under 18 are not permitted as permanent residents but may visit for 30 days maximum per 90-day period. Occupancy of 2-bedroom units is limited to 6 persons; 3-bedroom units to 8 persons. No nuisance, immoral, improper, offensive, or unlawful use shall be made of any condominium units or common property. In the event of such a violation, the Association reserves the right to take legal action to enforce its rights under these documents as may be provided for herein and/or under Florida Statutes.

### **A2 Over-55 Adult Community:**

The owners overwhelmingly adopted rules requiring at least one occupant per unit to be 55 years of age or more. Other rules apply, including "hardship exemptions" for survivors of an owner.

**A3 Maintenance and Repair:**

The maintenance and repair of all appliances, structural parts, and equipment within each unit, including doors, windows, walls, air conditioners, drains, plumbing fixtures, electrical wiring, etc. are your responsibility and expense. The owner is responsible for damage to common elements including damage to the stairs and walkways caused by owners, contractors, or delivery firms working for the owner. Cost of repair will be placed against the owner. Watch your delivery men and movers to avoid substantial cost of repair.

**A4 Ingress and Egress:**

Lobbies in the North and South Buildings are to be used solely as entrances and for receipt of mail; no other uses are permitted unless authorized by the Board of Directors in advance.

**A5 Appearance:**

No bathing suits, towels, clothing, or bedding may be hung on terraces or balconies, walkways, stairwells, or doors of any building. Shopping carts, bicycles, wheelchairs, dry cleaning, laundry, furniture, rugs, etc., may not be placed in corridors, stairwells, or walkways. Shopping carts used in the North and South Buildings should be returned promptly after use into the first-floor alcove.

**A6 Outdoor Cooking:**

Outdoor cooking is not permitted on balconies or patios or on condo property, except for the two grills located on the pool deck, which are for only resident's use. Rules and safety regarding use of the grills is posted between the grills by the pool. Each person using the grill is responsible for cleaning it. Grill hours are noon to 9:00 pm only. Failure to clean grill and replace covers will result in fines and suspension of grilling privileges.

**A7 Trash:**

Trash chutes in the North and South Buildings are not to be used for glass containers or newspapers. Only tightly wrapped garbage in plastic bags should be dropped--excluding wet garbage that can be safely disposed of in your kitchen disposal unit. Large cartons and all cardboard boxes should be folded flat and carried to recycle bins to avoid jamming the chute. Items such as small appliances, furniture, etc., should not be placed in the chute. Items, such as furniture, appliances, construction debris, etc. must be removed from TDS property by the owner at his/her own expense. Anyone placing large items inside the dumpster or ANY ITEMS outside the dumpster will be subject to fines.

**A8 Hallway Doors:**

Hallway doors of apartment units in the North and South Buildings should not be left open.

**A9 Parking and Parking Areas:**

Parking spaces are assigned with your unit, one space per unit. Changes are approved only for genuine cause. Parking stickers will be assigned with your vehicle and are specific to that

vehicle. Parking nose-in is required. Please ensure you are parked fully in the spot and your tail is not extended past the white lines. Residents with a second car should use a Visitor/Guest space. Parking overnight requires a parking pass for more than three nights. Only private passenger vehicles are allowed. Campers, trucks, motor homes, motorcycles, boats, and all other similar vehicles should not be parked on the property or be left standing, except for loading and unloading. No vehicle repair work should be done on condo property. Cars should be washed at rear of the South Building at the designated car wash area. For safety reasons, the parking areas must not be used for recreational purposes. Activities such as skateboarding, ball throwing, and other games must not be done in the parking lot or driveway areas.

#### **A10 Laundry Rooms:**

These rooms are for the use of residents, from 7:00 am to 10:00 pm. Rules governing use of machines are posted in each laundry room, along with necessary contact information if there are equipment problems. Use machines on your own floor only, unless temporarily out of order. Do not use tints or dyes. Clean machines after each use, including dryer filters. Remove your clothing promptly when cycle is complete. Washers have 30-minute cycle; dryers 60-minutes. Do not leave clothing overnight in tubs. Laundry rooms in the East and West Buildings should be locked when not in use. Turn out lights when leaving room. Laundry Cash Card refill is available in the Clubhouse. The addition of washers and dryers to an individual unit is prohibited. (See attached Memo)

#### **A11 Duplicate Door Keys:**

Duplicate door keys must be supplied to the Board for emergency use or maintenance work of common elements within units. Keys are filed in a security closet accessible to Board Members. If locks are changed, a current set should be supplied. If an owner fails to provide a key, or the name of an individual who has the key, and the unit must be entered in the event of an emergency, the owner will be responsible for costs to repair any damage caused. Owners who reside in the East and West Buildings and choose to lock their storm doors are required to provide a duplicate key for the storm door to the association.

#### **A12 Structural Changes:**

Structural changes within your unit must be approved by the Property Management Company and the Board of Directors in advance. The ARC Application (available on website) must be filled out and sent to the Property Manager. Changes affecting load-bearing walls or utility ducts are prohibited. If professional engineering services are required, fees are payable by the owner. Owners wishing to lay tile or wood flooring must install suitable soundproofing, except on ground floors. Balcony and patio floors may be painted or tiled without Board or Management approval. No obtrusive colors may be used. Balcony walls may be painted by the owner with a similar color of the development. Carpet is not permitted on the balcony and carpets and rugs should be removed when you are away from your unit for a period of time because of the humidity and mildew. Hurricane shutters must be Board-approved as to color and type. (\*\*See attached Memorandum)

### **A13 Animals:**

In 2008, owners overwhelmingly approved the continued prohibition of pets in all units and the premises. Service animals are allowed with proper documentation. Service animals are subject to the following rules:

- 1) Animals must be carried or leashed in lobbies, hallways, elevators and on TDS grounds.
- 2) Animals are not allowed in the courtyard unless papers identify the need which requires their service.
- 3) The unit owner is responsible for immediately picking up and disposing of any animal waste matter deposited on the common areas.
- 4) Service animal owners are fully responsible for personal injuries and/or property damage.
- 5) Service animals that become dangerous, vicious or a nuisance by reason of noise, or other cause will have to leave. Guest or visitors are not allowed to bring pets onto the TDS property.

Violations of any of these guidelines will be subject to fines as provided for under Florida Statutes. A continuing violation exists for each day as long as an unregistered pet is present and is subject to fines under Florida Statutes. Service animals are those animals which provide a personal service to the owner as defined by the American Disability Act.

### **A14 Fire and Smoke Alarms:**

The alarm system in the North and South Buildings' common areas summon the Fire Department through a company the Board has employed. If a fire or smoke is noted in the hallway, exit promptly via the nearest stairwell. Do not use the elevator. Do not lock your hall door. If you are physically unable to exit via the stairwell, go to your balcony and await instructions. It's a safe refuge. If the fire is in your unit, close the door to the room with the fire. Shut off your HVAC unit to prevent the spread of fire. Pull the alarm box at the end of the hall. Exit via stairwell. Do not lock your unit door.

### **A15 Bulletin Boards:**

Bulletin Boards carry announcements of importance. They may not be used for political, religious, or commercial purposes. Personal and "for sale" notices are permitted on the clubhouse board only.

### **A16 Storage Locker Rooms:**

Bicycles, carts, furniture, boxes, and all other items may not be stored outside your assigned locker. Area must be kept clear per Fire Department regulations. All items left outside individual lockers will be disposed of at the owner's expense. Hallway and stairwell rooms may not be used for storage. Bicycles should be parked in the outdoor racks by the East or West

dumpsters. Car/Bicycle racks, covers or hitches are not allowed to be stored outside. Fire Screen used to screen storage lockers may not be cut without owner replacing full screen. Owners of storage lockers are responsible for the cost.

**A17 Annoyances:**

No resident may create unreasonable noises, odors, or other annoyances which might interfere with the comfort and convenience of others, including loud radio, TV, or cell phone conversations, honking horns, slamming doors, shouting and profanity. The rule of reason will apply. The use of headphones is encouraged around the pool area.

**A18 House Guests:**

Guests are welcome and must be registered in advance, using a Guest Form available on the GRS Portal or available in the clubhouse from the property manager. Once reviewed, the parking pass may be picked up from the property manager in the clubhouse or alternatively, from an assigned resident to distribute parking passes. Guests of longer than three days must be registered and must have a parking permit for their vehicle. Owners are responsible for guest's compliance with these TDS rules. Guest in residence for longer than 14 days must have Board approval. All pool and recreation area rules especially should be called to the attention of visiting children. Children are not allowed in elevators unattended. Absolutely no children are allowed in the clubhouse, pool, or pool area without an adult with them.

**A19 Unaccompanied Guests:**

Unit owners lending their apartment, at no cost, to friends or relatives while not in residence must give two weeks notice in writing to the Board of Directors by using a Guest Information sheet available either on the website or in the clubhouse with full identification, including ages of any children under 18 years. Occupancy of this type is limited to one 14-day visit per 90-day period. Guests do not have the privilege of inviting other houseguests. ALL guests must fill out the appropriate visitor information sheets and be assigned a guest vehicle pass during their stay. Guest parking passes are available from either the Property Manager or alternatively from a designated resident who is on property. Failure to fill out the required paperwork will subject the owner to fines and the vehicle to impoundment. The Board reserves the right to inspect any unit believed to be occupied by individuals who have not been approved. Owners are responsible for the conduct of guests, who should be advised of these rules and the owners will be responsible for payment of any fines.

**A20 Leasing of Apartment Units:**

Units may be leased for 4 months minimum and one-year maximum after one year of ownership, calculated from the closing date of the purchase. Each unit may be leased only once per any twelve-month period. Advanced approval of the Board is required upon submittal of the application and other documentation, and forms are available from the GRS Portal or the Property Manager. Proposed lessees must be interviewed by the Board prior to arrival and occupancy. Occupancy is permitted only by the lessee and/ partner, one of whom must be at least 55-years of age. Previous lessees need not be interviewed. The owner is responsible for lessee's compliance

with these rules and all TDS documents, and any damages to common elements. Units may not be sub-leased by lessees, and transient guests may not be accommodated. The Board reserves the right to limit occupancy and to expel occupants who breach these rules and/or TDS documents. The lessee is entitled to the same privileges as owners except for voting and attendance at board meetings or owners' meetings.

**A21 Outside Appearances:**

No resident may alter the outside appearance of the buildings either structurally or aesthetically by decoration, painting, or other changes. Doormats in hallways and catwalks are prohibited. No signs may be displayed upon windows, doors, cars, or exterior walls. No antennas for TV or radio may be mounted anywhere outside your unit. No decorations may be placed in any common area by an individual.

**A22 Smoking:**

Smoking of cigars, cigarettes, vaping, any electronic cigarettes, or pipes is not permitted in common areas, including but not limited to, pool deck, clubhouse, clubhouse restrooms, clubhouse porch, laundry rooms, hallways, lobbies, elevators, and parking lots. Violators will be fined.

**A23 Fines:**

Fines will be as specified in Section 718.303(3), and subject to a \$100 fine for each violation or a continuing violation, per Florida Statutes, as amended from time to time. Fines which are unpaid for more than 90 days will result in unit owner and lessee and guests losing all common recreational area privileges.

**Recreation Area Rules**

**R1 Pool:**

Pool hours are 7:00 am to 10:00 pm. Children under the age of 14 must be accompanied by an adult. All residents, lessees and guests use the pool at their own risk. All rules are posted on the clubhouse outside wall.

**R2 Pool is off-limits to the following:**

- a. Any incontinent or uncontrolled child
- b. Any incontinent or uncontrolled adult
- c. Anyone with skin rashes, sores, and contagious diseases
- d. All animals

**R3 Showers:**

Showers are required before each entry into the pool and SPA. An outdoor rinse shower is provided to remove suntan lotions, cosmetics, and perspiration. Shower room doors should be closed and locked at all times and can be unlocked with the Clubhouse key. Shower room is not for regular use by owners, lessees, or guests in lieu of their own unit's facility.

**R4, R5 Rules:**

Diving, running, jumping and games are prohibited. Toys, floats, rafts and balls are also prohibited. TDS-provided noodles and flotation boards are allowed. Please return them to their storage container.

Rafts are allowed from the dates of April 15- November 15 as long as resident/residents is/are not swimming laps or exercising in the pool. Courtesy is required.

Food and drinks must be consumed on the clubhouse porch or cement tables only. Water in plastic or non-breakable containers will be allowed 4 feet beyond the pool and SPA's edge. By Florida Statute, glass and other breakable containers are prohibited in all areas, By Florida Statute, no food or alcohol is allowed in the pool or SPA. Meticulous cleanup is essential to prevent bug infestations and bacterial growth.

**R6 SPA:**

The SPA hours are 7:00 am to 10:00 pm. Children under the age of 14 are prohibited from the SPA. The SPA should be used with caution, as immersion for more than 5 minutes in the 104-degree water is hazardous to many people. The jet pump timer switch is located outside the pump house, and it should be turned off after use. All residents, lessees and guests use the SPA at their own risk. All rules are posted on the clubhouse outside wall.

**R7 Lounge Chairs:**

Lounge Chairs should be covered with an underlying towel when suntan lotions are applied, since many lotions stain chairs permanently. Should chairs, tables, and umbrellas be moved, they must return them to their original position. Furniture should not be removed from pool area. Umbrellas must be closed after use. Under Florida Statute, a 4-foot area around the pool and SPA must be kept clear of chairs, umbrellas, and tables at all times.

**R8 Attire:**

Suitable clothing and footwear must be worn to and from the pool deck. Suits should be "drip-free" before entering lobbies or elevators or clubhouse.

**Sauna Room Rules****R9 Hours of Use:**

Hours of use are the same as pool and SPA hours. Operating instructions are posted inside. Persons under 18 years of age are not allowed unattended. Use of indoor showers after sauna use is allowed.

**R10 Hazard:**

While healthful and beneficial to many, the high temperatures can produce dangerous hyperthermia. Sauna is used at individual's full responsibility.

## Shuffleboard Court Rules

### **R11 Hours:**

Hours of use are 10:00 am to 8:00 pm. Pucks and sticks are stored in the clubhouse closet. Shoes are urged for safety. Light switches are on the light pole.

## Clubhouse Rules

### **R12 Hours:**

Hours of use are 7:00 am to 11:00 pm. Extended hours need to be approved by the Board. Public use for religious, charitable, commercial, or political purposes is prohibited. Smoking is not permitted. Clubhouse refrigerator and kitchen area are for private registered parties only and not for personal use. The meetings for Annual Budget, Board of Directors, Property Manager, Special Assessment, BOD Committee and Entertainment Official Parties & Craft classes take precedence over any other event. Children ARE NOT allowed in the clubhouse unless accompanied by an adult. A child is defined as someone under the age of 18.

### **R13 Private parties:**

Private parties may be held by reserving in advance through the Board of Directors. A cash deposit of \$100 is required which will be refunded after inspection of the facility. There are no work-related meetings allowed in the clubhouse for outside business. The clubhouse is not to be used for any public forum or forum where the public is invited as our insurance and facilities do not allow for this type of meeting arrangements. This will be strictly enforced. The owner is responsible for cleanup, noise control, and damages to common property. No charge may be made for food or beverages supplied by the host. The above hours apply.

## General Information

Monthly Maintenance Payments are due on the first day of each month. Payment information will be sent to you by GRS Management. Delinquent payments will incur a late charge.

**Long Absences:** When residents are planning to be absent for many months, you are urged to arrange with an individual or an outside concern for surveillance of your unit. Appropriate attention needs to be given to covering all drains and toilet bowls to discourage entry of pests, etc. The main water valve should be turned off to prevent flooding in case pipes or toilets burst. The water heater should be shut off at the inlet valve since it is susceptible to failure. Under Florida Statutes, you must provide the Association with a working key(s) to your unit, in case entry is needed for emergencies or maintenance work.

**Kitchen Garbage:** Disposal Units should be used for all soft or wet foods. Do not put in corn husks, celery stalks, or onion skins, as they form balls in sewer pipes. Place fat in a covered jar or container to cool and solidify, and then wrap in trash-- do not put down disposal. After grinding, always continue running cold water for about 15 to 30 seconds to flush solids into the main lines.



**Property Insurance:** Although the Association carries property insurance on the common elements, as well as liability insurance for many occurrences, damages to the interior coverings of floors, ceilings, and walls of the individual apartment units is excluded by Florida State Law. Appliances, water heaters, and air conditioning units have long been excluded from TDS's condo insurance. Unit owners should obtain desired coverage in their unit homeowner's policies. Owners' units may be at risk of substantial property liens from legal action against their unit in the event the owner causes damage to another unit and is not properly insured for liability.

**Exteriors of Buildings:** No planting of personal plants in any exterior planters. No placing of personal decorations in any planters or affixed to any building on the property. The items will be placed in the trash and fines imposed. No personal planters are allowed on the property unless they are placed behind the walls of units and out of plain view. There shall be no feeding of animals on the exterior of the buildings and no food should be hidden in shrubs or behind the walls. Fines will be imposed on the property owners where the food is found.

**Property Management:** If you become aware of a maintenance problem such as an outside light burned out, debris that is a nuisance, or a situation that requires corrective action, contact the Property Manager.

**Speed Limit:** The speed limit throughout our community is 10 MPH. Violators will be fined by TDS Board and/or Boca Raton Police Department.

GRS Community Management  
Briannan Malpeso, Property Manager  
561-641-8554  
[bmalpeso@grsmgt.com](mailto:bmalpeso@grsmgt.com)  
3900 Woodlake Blvd., Suite 309, Lake Worth, Fl. 33463

## MEMORANDUM

**To:** All Owners, Tenants and Occupants of the Tierra Del Sol Condominium Association, Inc.

**From**  
**:** Board of Directors

**Re:** Republication of the Restriction Regarding Alteration of Common Elements and installation of Washers and/or Dryers

**Date:** September 27, 2022

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As you may know, Article 18(G) of the Amended and Restated Declaration of Condominium of Tierra Del Sol Condominium ("Declaration") prohibits any "alteration, decoration, repair, replacement or change of the Common Elements, Association Property, or to any outside or exterior portion of the building, whether within a Unit or part of the common elements or Association property without the prior written approval of the Association". Further, Rule A12 provides that all changes affecting any load-bearing walls or utility ducts are prohibited. As you may be aware, in accordance with such restrictions, the Board has a policy that it will not approve any proposed alteration to a unit, the Common Elements and/or Association Property that involves the installation of any washer and/or dryer machines ("Laundry Equipment") within a unit. However, it has come to the attention of the Board that, in recent years, certain Owners have neglected to abide by this policy and these restrictions and/or the Board has failed to properly enforce this policy and restrictions. Specifically, certain Owners have installed Laundry Equipment within their individual Units without Board approval. The Board of Directors has decided that to allow further violations of these restrictions would not be in the best interest of the Association. It is the intent of the Board to again enforce these restrictions and policy in the future.

Effective immediately, the Board will begin uniformly enforcing Article 18(G) of the Declaration and Rule A12, such that all Owners must obtain prior written approval of the Board before making any alteration, decoration, repair, replacement or change of the Common Elements, Association Property, or to any outside or exterior portion of the building, whether within a Unit or part of the common elements or Association property and upon reviewing any such application, the Board will not approve the installation of any Laundry Equipment within any individual units. Additionally, any Owner that has Laundry Equipment installed without first obtaining Board approval to do so, will be in violation. Such violations will be subject to full enforcement by the Board.

**Please note**, however, that all Laundry Equipment that is currently installed that is otherwise in violation of these restrictions will be allowed to remain, provided that the Laundry Equipment was installed prior to the date of this Memorandum and is registered with the Board, on or before **October 17, 2022**. Thereafter, any such Laundry Equipment is "grandfathered in" in this manner. If you currently have a Laundry Equipment installed that violates these restrictions and policy, you must submit the enclosed registration form to the Board by the indicated date. Laundry equipment will be inspected by a professional to ensure proper installation, any deficiencies identified must immediately corrected by the unit owner. Any Laundry Equipment that is not registered by the deadline will be deemed to not be in accordance as of the effective date of this notice, unauthorized, in violation of the foregoing restrictions, and subject to full enforcement by the Board, which includes, but is not limited to, pursuing legal action to compel the removal of such Laundry Equipment.

Thank you for your anticipated cooperation.