

# **RIVERSIDE TERRACE CONDOMINIUM INC.**

## **OWNER MANUAL**

### **RULES, REGULATIONS AND PROCEDURES**



**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
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## RIVERSIDE TERRACE CONDOMINIUM, INC. INTRODUCTION

In this booklet your attention is directed to the Rules, Regulations and Procedures approved by the Board of Directors since September, 1969.

These Rules, Regulations and Procedures are for your safety and security and for the protection of your property. In order to maintain the high standards desired by all, it is the responsibility of the owners to abide by and assist the Board of Directors and Its Committees with these guides to pleasant living in our Condominium.

In addition to owning your unit, you are a co-owner of Riverside Terrace Condominium Inc., structure and facilities. These Rules, Regulations and Procedures have been adopted to clarify the owner's and lessee's privileges and responsibilities. The rules are similar to those of every quality condominium complex. They are essential for harmonious living when numbers of people reside in close proximity as in our building.

As adults, we are aware that it is only common courtesy to live within our adopted Rules, Regulations and Procedures. We should see to it that our guests cooperate in the same way. It is the owner's responsibility to provide an approved lessee with a copy of the Rules, Regulations and Procedures. The lessee **MUST** be made to understand that his or her actions and conduct must conform to the Rules, Regulations and Procedures and the owner **MUST** understand that all actions and conduct by the lessee with relation to the said Rules, Regulations and Procedures are the responsibility of the owner.

The inside of your unit is your private home in the same sense as if were a single dwelling. You own it and are responsible for maintaining it. There are however, certain restrictions placed upon every resident of this Condominium which are imposed by law, by our Declaration of Condominium, by our Articles of Incorporation, by our By-Laws, and by our Rules, Regulations and Procedures.

	Revision Date: 02/1991
Approved By: Board of Directors	Issue Rev: 1

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**MISCELLANEOUS RULES AND REGULATIONS**

1. Condominium living requires that each owner regulate the occupancy and use of their unit so as not to disturb unreasonably or unnecessarily any other owner.
2. Each owner shall be governed by and shall comply with the terms of the **Declaration of Condominium** and the **Riverside Terrace Condominium, Inc. By-Laws**.
3. Owners shall not adjust any equipment controls, time clocks, lights, sprinklers, water valves, pool equipment, etc. Any malfunction of building equipment should be reported to the property management or to a Board Member immediately.
4. Accidents such as water leaks or plumbing failures can occur in your unit during your absence. Therefore, please be sure the Board has a set of your keys. The Florida Condominium Act provides that the Association shall have irrevocable right to have access to each unit for making emergency repairs therein to prevent damage to the common elements or to other units in the building. **Each unit owner shall supply a set of the keys to the Board of Directors.** All keys will be maintained in a locked safe and their use limited strictly to emergency situations as above set forth.
5. Strict adherence to refuse disposal must be maintained. See Rules and Regulations governing garbage and trash.
6. No boxes or other articles shall be placed on the walking areas, overhangs or balcony railings. No towels or clothing of any kind shall be hung on the balcony railings or walking areas. All chairs and other articles must be removed from the walkways when not in use. (This does not apply to the end units). These measures are taken primarily for the safety of the owners and guests.
7. Mops, brooms and vacuum cleaner bags shall **not** be shaken from unit windows, stairwells, walkways or balconies.
8. Please keep all stairway doors closed. For your information, we quote from the city's Bureau of Fire Prevention Regulations:

Article II—Exit Ways, Maintenance of -

Section II. 1—Obstruction to means of Egress:

No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as means of escape from fire.

Section II. 4—Stairway doors to be kept closed. It shall be unlawful to block open any stairway enclosure door which leads to or from a floor of the building and which by law is required to be self-closing.

9. Fire insurance regulations do not permit the use of charcoal broilers or burners, grills, etc., on patios or balconies of the building. Per Florida Law, electric grills are not permitted either.

D.Creedon, P.Forget, T.Cassidy, D.Rosenfeld, B.Ellis, B.Rowbotham, S.Dowling	Revision Date: 06/2016
Approved By: Board of Directors	Issue Rev: 2

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**MISCELLANEOUS RULES AND REGULATIONS**

10. No signs, including “For Sale” or “For Lease”, shall be posted on Condominium property without the consent of the Board of Directors.
11. Unit owners are responsible for damages to the common facilities by guests occupying their unit.
12. The roof area is off limits. Persons are allowed on the roof for maintenance purposes only. The roof is be left locked. The Medeco security key is used for the roof door locks.
13. All owners are responsible for their children and their guest’s children with respect to damage, annoyance and unnecessary use of the Condominium facilities.
14. All radios, television and music players shall be turned down after 11:00 P.M.
15. Parking spaces have been assigned to each owner. Please note Rules and Regulations which cover parking. Each owner is assigned one (1) parking space. Guest parking is not permitted for owner parking from December 15 through April 15.
16. All questions, suggestion, complaints or requests regarding the Condominium must be presented to the Board of Directors in writing so the proper action can be taken.
17. Exterior improvements, such as shutters, front doors, sliding glass doors, etc., and interior remodeling that requires permitting, must be approved by the Board of Directors before work is started. The remodel form is to be filled out and presented to the Board for approval. An approval letter from the Board to the contractor is required for permitting from the city.
18. Exterior unit doors must be painted bright white. Original stained wood doors that are recessed are exempt.
19. All hurricane protection shutters must match the building color, if possible.
20. Unit owners should leave the keys to their car inside their unit if leaving the car for more than 24 hours.

D.Creedon, P.Forget, T.Cassidy, D.Rosenfeld, B.Ellis, B.Rowbothem, S.Dowling	Revision Date: 06/2016
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**GUEST REGULATIONS**

1. Owners having guests in their unit during their absence, must fill out the **Guest Registration Form** and present it to the Board of Directors prior to the guest arrival.
2. Owners shall acquaint their guests with the **Rules and Regulations** governing Riverside Terrace Condominium, Inc.
3. All guests shall comply with all of the **Rules and Regulations** governing Riverside Terrace Condominium, Inc.
4. The Board of Directors reserves the right to withdraw guest privileges from an owner or lessee when repeated disregard of the **Rules and Regulations** occur.
5. The Board of Directors and / or Police will investigate unauthorized occupancy of any unit during the absence of the owner.

	Revision Date: 02/1991
Approved By: Board of Directors	Issue Rev: 1

**RIVERSIDE TERRACE CONDOMINIUM, INC.  
PARKING REGULATIONS**

1. The speed limit on Condominium property is 5 miles per hour.
2. Each owner must park in his/her assigned space.
3. Owners of more than one vehicle may not park the vehicle on the premises from December 15th to April 15th. All guest spaces must be kept open for guest parking during this period.
4. Owners may use another owner's assigned parking space at any time by presenting to the Board of Directors a letter of permission from the owner of that space.
5. All assigned spaces are limited only to passenger cars, vans, SUV's, and small trucks. Bikes, tricycles, motorcycles, and commercial vehicles are prohibited except for handicapped individuals, when approved by the Board of Directors. These rules also apply to all guest parking spaces.
6. All vehicles shall park straight and centered within the designated lines and must pull up to the stop. No back in parking is permitted.
7. A resident guest shall use the unit owner's assigned space if the unit owner is not in residence. In the event that both the unit owner and the guest are in residence at the same time, the guest may use a guest parking space for no more than two weeks.

**Parking Space:**

Quoted herewith is Section VIII of the By-Laws of Riverside Terrace Condominium, Inc., entitled "Parking Spaces".

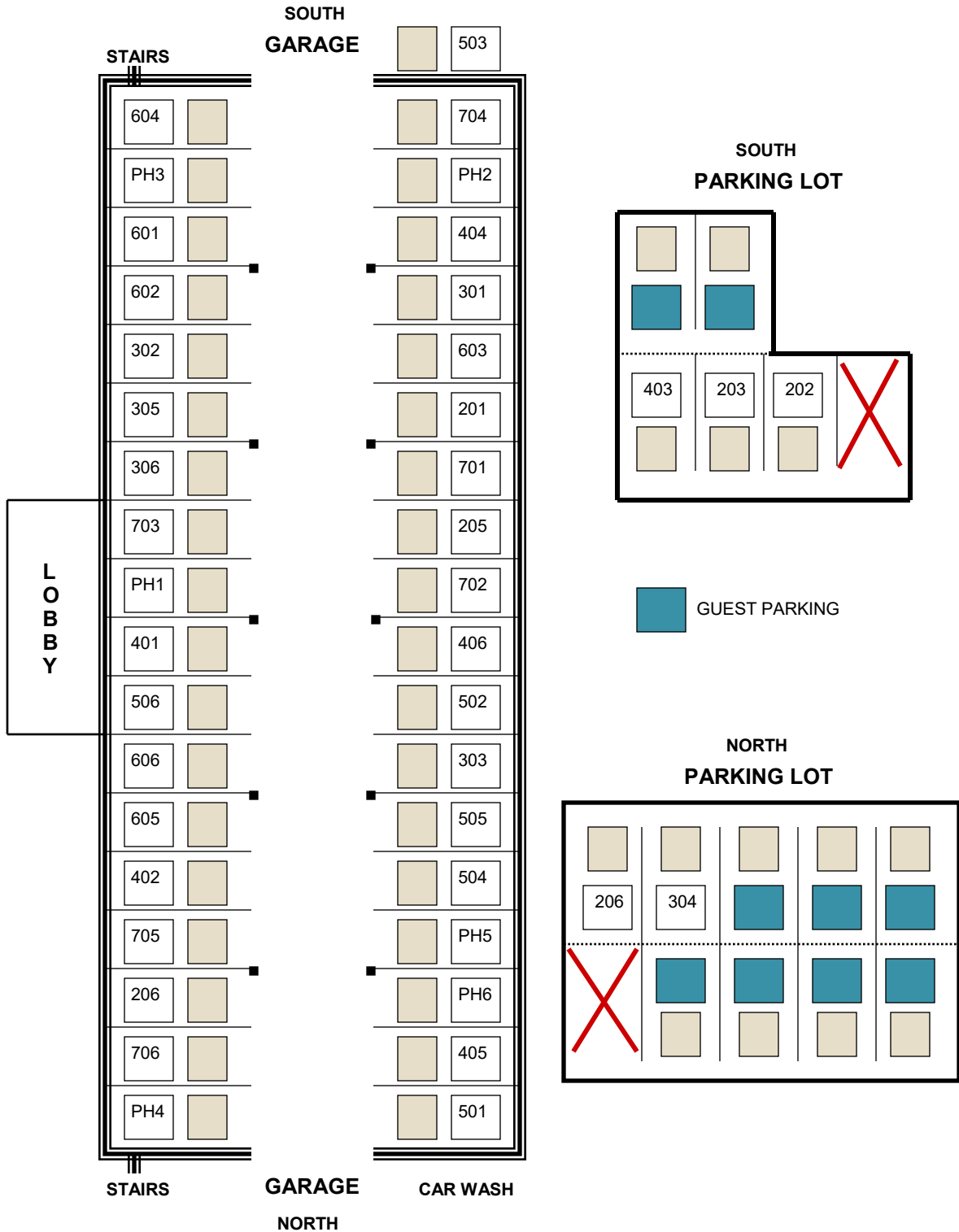
'All parking spaces as allocated to individual units pursuant to the original sale thereof by the Developer shall remain with such apartment and shall be transferred with the apartment when the same is sold whether the apartment owner shall own an automobile or not. It is intended that the parking spaces shall not revert to the Board of Directors or be transferred by the Board of Directors. This is not intended to prohibit individual apartment owners from transferring between themselves their parking spaces so long as the same is done by written agreement and a copy thereof filed with the Board of Directors.'

**Enforcement of Above Rules:**

- First Violation:            Violator will receive a call from a member of the Board of Directors.
- Second Violation        Violator will receive a written warning from the Board of Directors.
- Third Violation           Violator's vehicle will be towed at the owner's expense.

	Revision Date: 04/2001
Approved By: Board of Directors	Issue Rev: 1

# RIVERSIDE TERRACE CONDOMINIUM, INC. PARKING ASSIGNMENT



	Revision Date: 02/2022
Approved By: Board of Directors	Issue Rev: 1

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**GARBAGE AND TRASH REGULATIONS**

1. The garbage disposal unit in the kitchen sink should be used for all discarded food that the unit can possibly handle.
2. Discarded food that the garbage disposal cannot handle **MUST** always be securely wrapped and twist tied in a leak proof plastic bag. Use of store given plastic bags is prohibited for this purpose.
3. **NOTHING is to be thrown loosely down the trash chute or placed directly in the dumpster.** This attracts vermin and insects.
4. Cartons, cans and any container that may cause odors are to be rinsed before being placed in a trash bag and put down the trash chute or taken directly to the dumpster.
5. All cartons and boxes must be broken down and flattened and placed directly in the dumpster — **do not throw cartons and boxes down the trash chute.**
6. No trash containing **GLASS** is to be discarded using the trash chute. Trash containing glass must be taken directly to the dumpster.
7. Electronics and furniture are not to be disposed of using the trash dumpster. Look up a proper disposal company or recycling center.
8. All trash must be put into the dumpster container. **Nothing is to be put outside of the dumpster.**
9. **Do not overload the dumpster.** If the dumpster is full, hold your trash until the dumpster has been emptied. The trash is picked up three (3) times a week on Monday, Thursday and Saturday.
10. The trash chute should not to be used after 10:00pm for noise considerations.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2021
Approved By: Board of Directors	Issue Rev: 3

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**POOL AND POOL AREA REGULATIONS**

1. **Pool hours are dawn to dusk. Riverside Terrace is not licensed for night swimming.**
2. The MEDECO security key opens the pool side gates.
3. **No diving allowed** per insurance requirements.
4. The pool shall be used only by the owners and their guests.
5. All persons using the pool are doing so at their own risk.
6. Children under twelve (12) years of age shall be accompanied by an adult.
7. Bathers shall wear tops or cover-ups and shoes to and from the pool.
8. Please shower before entering the pool.
9. Any person using a skin medication may not use the pool.
10. Babies and toddlers must wear pool diapers or a pool diaper coverup in the pool. Babies in regular diapers or toddlers in training pants are not permitted in the pool.
11. Towels shall be used to cover pool furniture at all times when wearing bathing suit attire.
12. Running, rough play, yelling and unnecessary noises are not allowed.
13. The use of glass or china is strictly prohibited at all times.
14. Pool furniture shall not removed from the pool area.
15. Pool furniture is to be returned to its proper position and place after use.
16. Pool umbrellas are to be closed after use.
17. Bathers must vacate the pool when a storm threatens or occurs.
18. Bathers are not to enter the elevator in dripping wet bathing attire.
19. Smoking or vaping is prohibited around the pool area and in the pool. Please locate at the north end of sea wall where chairs are available. Proper disposal of smoking debris is required and no debris is to be disposed of on the property grounds.
20. Wi-Fi internet Access  
    Network = RIVERSIDEWiFi-2.4  
    Password = sunny615

S.Dowling, P.Tedone, J.Dembek, M.Larochelle, M.Bisaha, D.Rosenfeld R.Shafer	Revision Date: 12/2024
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**RECREATION ROOM RULES AND REGULATIONS**

The recreation room is for the exclusive use and enjoyment of the Condominium owners. The MEDCO key is used to access this room. The room is mainly for use of owners and groups of owners as a social room, card room, meeting room and the like.

The room may be used for private parties by owners only. Owners requesting private use of the room shall be responsible for any and all damage to the room, furniture and equipment.

In order to reserve the recreation room, a unit owner must submit a written request to the Board of Directors no more than sixty (60) days prior to the requested date. In the event that more than one (1) owner requests the same date, the first request will be honored. Room reservations will be posted outside of the social room.

*The following rules must apply in an effort to maintain the excellent appearance desire by all:*

1. All social and recreation room activities shall end by 11:30 P.M., at which time all loud talking and other noises must stop. The room shall be vacated by midnight.
2. In the interest of appearance, cleanliness and preservation, no one shall use the room or furniture while in a bathing suit or while using oils, creams or lotions.
3. It is expected that all furniture shall be used with care and discretion and shall not be removed from the room or borrowed for use in any unit.
4. The metal cart can be used to transport food and party items as needed.
5. The awning can be opened over the patio except if it is raining or there are high winds. The awning remote is kept on the counter close to the sliding doors. The inside lights must be on to operate the awning remote.
6. Two white card tables and white folding chairs can be found in the 2nd floor trash room along the back wall for extra table and seating needs.
7. After the room is used for any purpose, the tables and chairs shall be returned to their original location. The room must be clean and orderly and no food is to be left in the refrigerator, except drinks that are completely sealed. All garbage and refuse must be removed and disposed of.
8. Upon leaving, make sure the patio awning is closed, make sure all patio doors are locked, set the room temperature to 76 degrees, turn off the lights and lock the door. The humidistat is to remain on the home setting at all times.
9. Please help keep lavatories clean and orderly.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/01/2021
Approved By: Board of Directors	Issue Rev: 1

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**PROCEDURES FOR AIR CONDITIONING REPAIR WORK ON ROOF**

1. Please refer to the rules regarding outside contractors which apply for air conditioning work.
2. The owner should accompany the worker to the roof to make certain no damage is done to the roof by this person.
3. The Medco security key opens the roof doors. The door must be locked after the work is completed.
4. This procedure is done so that if roof damage occurs when an air conditioning company does work on the roof, we will be able to charge them for the necessary repairs.
5. Your cooperation is very important.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2019
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**OUTSIDE CONTRACTOR REGULATIONS**

1. **Work hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.** Emergency situations are exempt from this rule.
2. **The outside contractor(s) must access the building through the garage elevator at all times.**
3. The owner must instruct the outside contractor(s) to sign in/sign out of the building each work day using the Building Worker Log Book located in the 2nd floor trash room.
4. Either the owner or the outside contractor(s) is responsible for putting up and taking down the elevator pads and floor protection each work day. These items are stored in the 2nd floor trash room.
5. The outside contractor(s) may use the restricted contractor fob for garage elevator access in order to go back and forth to their vehicle for supplies. The restricted contractor fob works from 8:00 A.M. to 5:00 P.M. Monday through Friday.
6. **All work performed must be contained within the owner's unit.**
7. **The outside contractor(s) is not allowed to use the trash chute or the dumpster.** The outside contractor(s) must dispose of any debris offsite.
8. The owner is responsible for the outside contractor(s) conduct and actions throughout the work day.
9. The owner must be present at the beginning and at the end of each work day.
10. The owner is responsible for daily cleanup of all common areas of any debris caused by the outside contractor(s).
11. The owner is responsible for any damages caused by the outside contractor(s) to the building or to any of the common areas.
12. The "Outside Contractor / Delivery Notice" notification form, which can be found in the 2nd floor trash room, must be filled out by the owner and hung on the bulletin board by the elevator before the work begins. The owner is responsible for removing the form from the bulletin board when the work is complete.
13. The "Unit Remodel" form must be submitted to the Board of Directors for approval for any changes to the exterior of the unit or for any interior remodeling that requires a permit.
14. If the work being done requires a permit, the city requires a letter from the Board of Directors authorizing the work. This letter will be issued when the Unit Remodel form is authorized.
15. Work requiring permits must have the permit in place prior to the commencement of work.
16. These rules supersede all other rules for outside contractors.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2019
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**DELIVERY REGULATIONS**

1. **Delivery hours are 8:00 A.M. to 5:00 P.M. Monday through Saturday.**
2. **No large delivery trucks are permitted on the paving.** There are “No Truck” signs posted at the entrances. Large delivery trucks must remain on the road.
3. **All deliveries(s) must be made through the garage elevator or by using the stairs.**
4. **The delivery person(s) is not allowed to use the trash chute and dumpster.** The delivery person(s) must dispose of any debris offsite.
5. **The “Outside Contractor / Delivery Notice” notification form,** which can be found in the 2nd floor trash room, must be filled out by the owner and hung on the bulletin board by the elevator the day before the delivery. The owner is responsible for removing the form from the bulletin board when the delivery is complete.
6. The owner must instruct the delivery person(s) to sign in/sign out of the building using the Building Worker Log Book located in the 2nd floor trash room.
7. Either the owner or the delivery person(s) is responsible for **putting up and taking down the elevator pads and floor protection during the delivery process.** These items are stored in the 2nd floor trash room.
8. The delivery person(s) may use the restricted contractor fob for garage elevator access in order to go back and forth to their vehicle for supplies. The restricted contractor fob works from 8:00 A.M. to 5:00 P.M. Monday through Friday. The restricted contractor fob does not work on Saturday.
9. The owner must be present for the delivery.
10. The owner is responsible for cleanup of all common areas of any debris caused by the delivery person(s).
11. The owner is responsible for any damages caused by the delivery person(s) to the building or to any of the common areas.
12. These rules supersede all other rules for deliveries.

Delivery Regulations do not apply to UPS, FEDEX, USPS, etc.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2019
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**SATELLITE ANTENNA REGULATIONS**

Owners are permitted to install satellite receivers using the following guidelines.

1. Receivers must be one meter or less in diameter.
2. Receivers must be installed on the West Side of the roof and in a way that will not effect the integrity of the roof.
3. Receiver wiring must run down the West Side of the building in the three spaces between the balconies.
4. The wiring must be encased and painted the same color as the building.
5. The owner will be held responsible for any damage to the building or other units during installation.
6. Receivers may be installed on your balcony, but can not be extended beyond the interior boundaries.

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Approved By: Board of Directors	Issue Rev: 1

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**SECURITY SYSTEM PROCEDURES**

**FOBS:**

Each unit owner is given two (2) numbered Owner FOBS. The cost for replacement of a lost Owner FOB, or to purchase an extra Owner FOB is forty dollars (\$40) each.

Owner FOBS grant access to the building by the front door and by the elevator. Owner Fobs work 24 hours per day.

Each unit is assigned one (1) Outside Worker Card FOB. The Outside Worker Card FOB works Monday through Friday from 8:00am to 5:00pm. The cost for replacement of an Outside Work Card FOB is forty dollars (\$40).

A FOB reader is located on the telephone call box at the lobby entrance and at the garage elevator entrance. The FOB reader is the black rectangular device located above the A button.

Place the FOB near the FOB device reader for building access. When the FOB is used on the lobby call box, the front door will be electronically unlocked and a buzzing sound will occur. When the FOB is used on the elevator call box, the telephone box will display "open 1" and you can then press the elevator button.

If an Owner FOB is lost, notify the Board of Directors immediately and the FOB will be deactivated so that it will no longer work.

If an Outside Worker Card FOB is lost or not returned, notify the Board of Directors immediately and the FOB will be deactivated so that it will no longer work.

The FOB system stores a history of access to the building by FOB number should that information ever be needed.

**MEDECO Security Keys:**

Each unit owner is given two (2) numbered MEDECO security keys. The cost for replacement of a lost key, or to purchase extra keys is seventy-five dollars (\$75) each.

Please guard your MEDECO security key as it is costly to replace. **We do not want these keys to fall into unauthorized hands as the security of building will be breached.**

The MEDECO security key opens the following:

- ◆ The lobby door
- ◆ The door in the garage between the mailroom and the lobby
- ◆ The outside stair doors
- ◆ The roof doors
- ◆ The pool side gates
- ◆ The social room door

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2021
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**SECURITY SYSTEM PROCEDURES**

**Security System:**

The front door and the outside stair doors are armed with an alarm that will sound if the door is left open for longer than 45 seconds.

When using the outside stair doors, please ensure the door is completely closed and locked after each use.

**Front Door Fob System:**

To operate the front door FOB entry system, the visitor must follow these simple steps.

1. Use the A / Z buttons to scroll through last names alphabetically
2. When the name is found, Press CALL
3. When the call is answered, identify yourself
4. If access is granted, the front door will buzz and unlock

To allow access to the visitor, press 9 on your phone.

**Garage Elevator Fob System:**

To operate the elevator garage FOB entry system, the visitor must follow these simple steps.

1. Use the A / Z buttons to scroll through last names alphabetically
2. When the name is found, Press CALL
3. When the call is answered, identify yourself
4. If access is granted, the FOB box will display 'OPEN 1'
5. Press the elevator button for access

To allow access to the visitor, press 9 on your phone.

S.Dowling, P.Tedone, D.Creedon, A.Enrico, B.Ellis, M.Bisaha, R.Shafer	Revision Date: 04/2021
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**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**STORAGE LOCKERS**

1. The storage units are on the second floor behind the locked doors in the hallway to the social room. A few lockers are behind the bathroom door. There are full lockers and half lockers.
2. Storage lockers are assigned by the Board of Directors. Storage locker assignments do not transfer to the new owner when a unit sells.
3. Owners are not to put any names or units numbers on the storage lockers. Each storage locker is identified with a number from 01 to 42.
4. Items must be stored inside the storage locker. Items stored outside of the storage locker will be considered in violation and will subject to removal.
5. Owners are not to remove a lock from a storage locker or remove anything from a storage locker that is not theirs. If there is a storage locker issue, the issue is to be presented in writing to the Board of Directors for a resolution.
6. Owners assigned half lockers will be put on the waiting list for a full locker. As full lockers become available, the full locker will be assigned to the next owner on the waiting list.
7. The waiting list for full lockers can be viewed on our website on the bulletin board through the owner portal.

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Approved By: Board of Directors	Issue Rev:

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**SALE OR LEASE OF A UNIT**  
**Use Restrictions**

Please read the **Declaration of Condominium**, the **By-Laws** and the **Rules, Regulations and Procedures**. Sections of the **Declaration** are quoted for your information.

**XI. Use Restrictions: The use of the property of the condominium shall be in accordance with the following provisions:**

1. **Units:** Each unit shall be occupied by a single family as residents and for no other purpose.
2. **Common elements:** The common elements shall be used only for the purpose for which they are intended in the furnishing of services and facilities for the enjoyment of the units.
3. **Nuisances:** No nuisance shall be allowed upon the condominium property, nor any use or practice that is the source of annoyance to the residents and which interferes with all peaceful possession and proper use of the property by its residents. All part of the property shall be kept clean and in sanitary condition, and no rubbish, refuse or garbage allowed to accumulate, nor any fire hazard allowed to exist.
4. **Lawful Use:** No immoral, improper, offensive or unlawful use shall be made of the condominium property nor any part thereof; and all valid laws, zoning ordinances and regulations of all government bodies having jurisdiction over the subject property shall be observed. The responsibility of meeting the requirements of government bodies which require maintenance, modification or repair of condominium property shall be the same as the responsibilities for the maintenance and repair of the property concerned.
5. **Leasing:** Entire units may be leased provided the occupancy is only by the lessee and his/her family, but the leasing thereof is subject to the approval of the Board of Directors, as herein set forth. No rooms may be rented and no transients accommodated. The minimum number of months for a lease is three (3) and the maximum is five (5) within a calendar year. Please see Leasing Application.
6. **Regulations:** Reasonable regulations concerning the use of the condominium property may be made from time to time by the Association in the manner provided for in its **Articles of Incorporation** and **By-Laws**. Copies of such regulations and amendments thereto shall be furnished by the Association to all unit owners and residents of the condominium upon request.

**XII. This section outlines exactly the necessary steps for any Sale, Lease, or Transfer of interest.**

**XIII. This section deals with the relief the Association and/or owners may secure through others' negligence.**

	Revision Date: 06/2021
Approved By: Board of Directors	Issue Rev: 3

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**SALE OR LEASE OF A UNIT**  
**Use Restrictions**

The Board of Directors has added the following items to our **Regulations**:

1. When a unit owner is not in residence, only members of the owner's immediate family may occupy the unit per the 1982 Annual Meeting.
2. No sale or lease may be made or approved to any family with a pet.
3. The prospective buyer or lessee shall fill out in detail the necessary application form and submit it to the Board of Directors. Please refer to **Buyer Application** and **Lease Application**.
4. The Board requests from the owner selling or leasing a unit a letter stating the person or agency authorized to show the unit, and if the person or agency so authorized has the necessary keys.
5. No lessee may sub-lease.
6. All sales or leases must conform to the provisions as set forth in the **Declaration of Condominium**.
7. For each **Buyer Application** investigated by the Board, the buyer(s) shall fill out a purchase application with the management company and pay a fee directly to the vendor.
8. For each **Leasing Application** investigated by the Board, the lessee(s) shall fill out a lease application with the management company and pay a fee directly to the vendor.
9. No unit shall be permanently occupied by more than four (4) persons.
10. Prospective occupants must be made familiar with the **Declarations of Condominium, By-Laws, and Rules, Regulations and Procedures**, and certify their compliance.
11. Each owner of a unit shall be responsible for the acts of omission or commissions on the part of any said lessee or guest. Their acts shall be deemed to be the acts of said owner.

	Revision Date: 06/2021
Approved By: Board of Directors	Issue Rev: 3

## RIVERSIDE TERRACE CONDOMINIUM, INC.

615 NORTH RIVERSIDE DRIVE  
POMPANO BEACH, FL 33062

### UNIT CLOSING GUIDE


<u>ITEM</u>	<u>SUGGESTED ACTION</u>
<input type="checkbox"/> Air Conditioner	Humidistat set at 65 degrees. Thermostat set at 70 degrees.
<input type="checkbox"/> Bathroom Toilets	Clean and disinfect. Seats up to prevent mildew. Cover with plastic to prevent evaporation of water.
<input type="checkbox"/> Cabinets	To prevent bug infestation, all perishable goods such as spices, flour, cereal, and other edibles must be stored in the refrigerator.
<input type="checkbox"/> Kitchen Appliances	
• <i>Dishwasher</i>	Circuit breaker OFF. Door open for circulation.
• <i>Range</i>	Circuit breaker OFF.
• <i>Refrigerator</i>	Turn to lowest setting. Ice Maker OFF.
• <i>Washer/Dryer</i>	Hot and Cold faucets OFF. Circuit breaker OFF. Doors open for circulation.
• <i>Disposal</i>	Circuit breaker OFF.
<input type="checkbox"/> Porch	Hurricane shutters closed and locked. Anti-rattle baffles installed.
<input type="checkbox"/> Telephone Service / Cable Service	Suspend temporarily.
<input type="checkbox"/> Television	Disconnect power or install a surge plug.
<input type="checkbox"/> Water Heater	Circuit breaker OFF.
<input type="checkbox"/> Water Service	Main valve left OFF

*Please leave phone number and address where you can be reached in an emergency.  
Leave this guide on the kitchen counter in your unit.*



**RIVERSIDE TERRACE CONDOMINIUM, INC.  
WEBSITE**

**WWW.RIVERSIDETERRACE-POMPANOBEACH.COM**



Each unit is assigned a user id and a password for the access to the owner portal on our website.

The passwords assigned are not changeable.

The website is a valuable resource and all important information is contained under the owner portal access.

Please review the next few pages for a simple tutorial.

# RIVERSIDE TERRACE CONDOMINIUM, INC. WEBSITE TUTORIAL

Riverside Terrace | A Pompano B... x +

riversideterrace-pompanobeach.com

Home Gallery For Sale Seasonal Leasing Contact Board Owner Portal

## Riverside Terrace Condominium

Home

Riverside Terrace, built in 1969, has 41, two bedroom, two bath condominiums, each 1600 square feet.

7:21 PM  
6/7/2020

**Key [www.riversideterrace-pompanobeach.com](http://www.riversideterrace-pompanobeach.com) into your browser.**

**This is the Home Page of the website.**

**Click on Owner Portal to go to the Sign In Page.**

# RIVERSIDE TERRACE CONDOMINIUM, INC. WEBSITE TUTORIAL

Owner Portal | Riverside Terrace x +

riversideterrace-pompanobeach.com/owner-portal/

Home Gallery For Sale Seasonal Leasing Contact Board **Owner Portal**

## Owner Portal

Home Owner Portal

Welcome to the Owner Portal

If you need to register for a login and password,  
please contact the [Board of Directors](#).  
Once your request has been validated,  
your login and password will be emailed to you  
using the email of record.

RiversideTerrace

Key icon

Login

7:26 PM  
6/7/2020

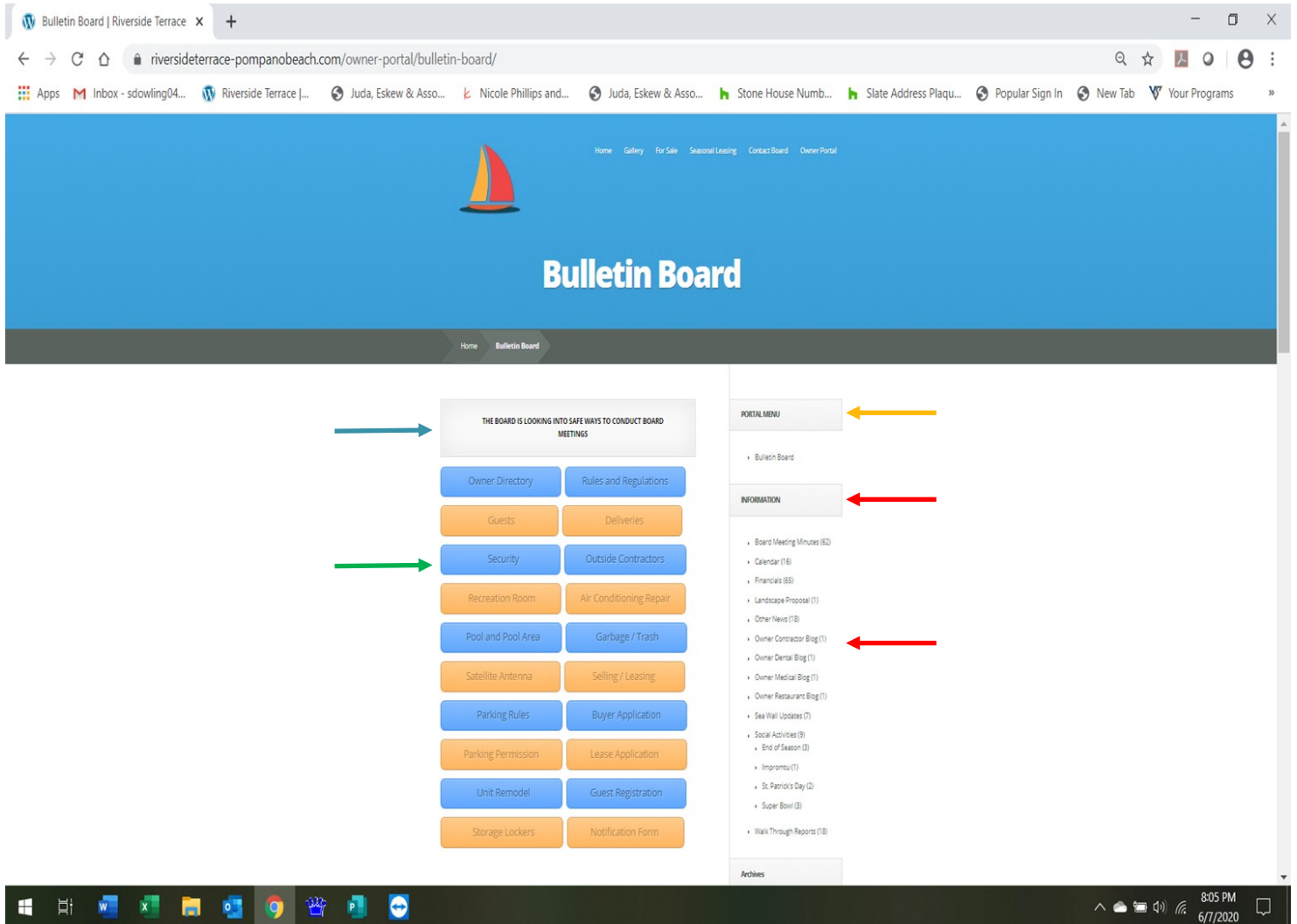
**This is the Owner Portal Sign in Page.**

**Clear out RiversideTerrace in the userid area and key in your userid.**

**Key in your password in the next box below,**

**Click on the Login button**

# RIVERSIDE TERRACE CONDOMINIUM, INC. WEBSITE TUTORIAL



## This is the Bulletin Board Page

Important notices and meeting announcements will be found in gray boxes above the colored buttons.

The colored buttons gives you access to the owner directory, rules and regulations and more.

Click on the colored buttons to see PDF information.

## This is the Bulletin Board Page

**INFORMATION** on the right side lists information by category. Click on the item of interest to get to that information.

Click on **PORTAL MENU** on the right side to return to the Bulletin Board page while navigating the portal.



## RIVERSIDE TERRACE CONDOMINIUM, INC. FORMS

Following this page are sample forms.

- GUEST REGISTRATION
- PARKING PERMISSION
- UNIT REMODEL FORM
- DELIVERY / CONTRACTOR NOTICE

Each of these forms can be printed from the Riverside Terrace Website by clicking on the Owner Portal selection. These forms are located on the Bulletin Board page that appears after the owner successfully logs into the owner portal.

**RIVERSIDE TERRACE CONDOMINIUM, INC.**

615 NORTH RIVERSIDE DRIVE  
POMPANO BEACH, FL 33062

**GUEST REGISTRATION FORM**

The registration of guests is only required when the owner of the unit is not in residence, and is limited to the owner's immediate family: Mother and Father, Daughter or Son, Sister or Brother, Niece or Nephew or Grandparents. Pets are not permitted.

Name of Owner: \_\_\_\_\_ Unit Number \_\_\_\_\_

Name of Guest	Relationship to Owner
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Arrival Date \_\_\_/\_\_\_/\_\_\_ Departure Date \_\_\_/\_\_\_/\_\_\_

Guest Home Address \_\_\_\_\_ City \_\_\_\_\_ State/Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Guest Vehicle Make \_\_\_\_\_ License \_\_\_\_\_ State/Prov \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Guest Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Guests must comply with the **Rules and Regulations** governing Riverside Terrace Condominium, Inc. Copies of the **Rules and Regulations** must be provided by the unit owner to their guests.

Board of Directors Approval: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Board Member Signature \_\_\_\_\_ Title \_\_\_\_\_

Witness Signature \_\_\_\_\_

**RIVERSIDE TERRACE CONDOMINIUM, INC.**

615 NORTH RIVERSIDE DRIVE  
POMPANO BEACH, FL 33062

**PARKING PERMISSION FORM**

Name of Owner: \_\_\_\_\_ Unit Number \_\_\_\_\_

**I Grant Permission To Park in My Assigned Parking Place:**

From: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Whenever I Am Not In Residence**

Permission  
Granted To: \_\_\_\_\_ Unit Number \_\_\_\_\_

**No One is Authorized to Use My Parking Space In My Absence.**

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

*This form is valid for one (1) year from the date signed unless rescinded by the Owner.  
A new form must be filed each year.*

**RIVERSIDE TERRACE CONDOMINIUM, INC.**

615 NORTH RIVERSIDE DRIVE  
POMPANO BEACH, FL 33062

**UNIT REMODEL FORM**

Name of Owner: \_\_\_\_\_

Unit Number \_\_\_\_\_

I am going to an exterior remodel of unit:

- Storm Shutters
- Windows
- Door
- Sliding Glass Door
- Other

\_\_\_\_\_  
Describe Other

A sample is attached for Board of Directors approval of design.

Shutters must be painted the color of the condominium wall, if possible. Exterior doors must be painted bright white. *Original wood stained doors that are recessed are exempt.*

I am going to do an interior remodel of the unit:

- Kitchen
- Bathroom
- Flooring
- Other

\_\_\_\_\_  
Describe Other

Contractor Name: \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Email \_\_\_\_\_ Phone \_\_\_\_\_

**Board of Directors Approval:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
*Board Member Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Witness Signature*

**An approval letter will be provided to your contractor that will be needed for permitting**

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**OUTSIDE CONTRACTOR / DELIVERY NOTICE**

NAME: \_\_\_\_\_

UNIT#: \_\_\_\_\_

DATE(S): \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

or

DELIVERY NAME: \_\_\_\_\_

Please post 24 hours in advance on the garage bulletin board next to the elevator

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**OUTSIDE CONTRACTOR / DELIVERY NOTICE**

NAME: \_\_\_\_\_

UNIT#: \_\_\_\_\_

DATE(S): \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

or

DELIVERY NAME: \_\_\_\_\_

Please post 24 hours in advance on the garage bulletin board next to the elevator



**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**GOVERNING DOCUMENTS**

Riverside Terrace Condominium, Inc., is a Florida not for profit corporation.

The FEIN number for the corporation is 59-1267818.

Following this page are the governing documents.