

Office Hours {Mon - Fri}	8:00 am - 4:00 pm
Beach Club	8:00 am - 10:30 pm
Pool & Hot Tub	8:00 am - Dusk
Restrooms & Vending Room	8:00 am - 10:30 pm Second
Floor	8:00 am - 10:30 pm

House Etiquette

The Boca Highland Board of Governors has approved the following rules and limitations. The intent is to make the Beach Club facility equally accessible and enjoyable by all Boca Highland residents and to ensure the greatest comfort and convenience for all our owners.

The purpose can only be achieved if every Owner reads, understands, and follows these rules. Any question that arises regarding the interpretation of the rules should be discussed with the General Manager, and if necessary, the Board of Governors. The General Manager is authorized to see that these rules are enforced. Your cooperation will ensure maximum enjoyment among all owners, their families, and guests. We want everyone to enjoy their Club and create a community of harmony and friendship.

Please cooperate with the Boca Highland Staff in their effort to enforce these rules. No Owner or Guest should reprimand or discipline any employee. Any conflict with this should be immediately reported to the Club General Manager.

Rule Violations - Persistent violation of these rules or objectionable behavior may result in suspension of beach club privileges and/or fines. Each owner/ lessee (member) who causes damage to club property, shall be responsible for the cost of repairs or replacement of such property. An owner or lessee is responsible for any damage to club property caused by a guest of the owner or lessee.

1. Persons using the facility must identify themselves as residents and register their guests or be subject to eviction as trespassers. The steward on duty has the authority to do so and will call the police if necessary.
2. Absolutely no pets are allowed at the beach club.
3. **NO SMOKING** of any kind at the beach club facility.
4. **Beach Passes** & Access: **SEE PAGE 6 FOR BEACH IDs and access bracelets.**
5. **Umbrellas will not be available if wind speeds exceed 10 mph.**
6. No parking at the beach club, the driveway is 10 min delivery/drop off only.
7. **If You Do Not Know the Person Behind You, Do Not Hold the Door Open for Them.**

Guests

8. Unit Owners, lessees and homeowners in residence may bring immediate family members plus no more than four (4) non-registered day guests per unit to the beach club on non-holiday periods.

9. To request permission to bring more than four (4) non-registered day guests, the unit owner/lessee must contact the general manager at the beach club office no later than 48 hours prior to the intended visit.

To accommodate the unlimited family policy, NO DAY Guests are permitted:

Christmas - New Years- 12/20 through the Monday following Jan

1st - February Break - 2/ 14 - 2/28.

Labor Day- Thursday through Monday.

Thanksgiving - Tues before through the Monday after.

Beach Club Photo IDs/ Electronic bracelets will be checked on these dates.

10. Owners leasing their apartments lose their center privileges at the beach club, marina & tennis courts for the term of the lease or occupancy by Lessee.

11. Non-registered day guests **MUST** always be accompanied by a unit owner or lessee.

THERE ARE NO EXCEPTIONS TO THIS RULE AT ANY TIME. Owners are responsible for the actions and safety of their guests.

12. Owners and guests that have open wounds, transferable diseases and the like are not permitted to use any of the facilities.

13. Local family members, friends, vendors that do not live in the Boca Highland complex will not be granted access to Center areas without a resident present.

Pool and Deck

14. There is no lifeguard on duty. Use the pool and deck at your own risk.

15. Shower prior to entering the pool or hot tub to remove suntan and sunscreen oils. These oils and lotions create hazardous conditions and interfere with the efficient operation of the swimming pool.

16. A responsible adult (21 years of age or older) must supervise all children under the age of sixteen (16) while using the pool.

17. NO DIAPERS OF ANY TYPE (swim diapers, adult diapers, etc.) are permitted in the pool at any time.

18. Children under the age of 3 are not permitted in the pool at any time. A wading pool is available for their enjoyment.

19. No food or drinks (including sealed containers, (with the exception of commercially **bottled water** in clear plastic bottles) are allowed in the pool or surrounding deck; this is the Florida Board of Health Regulation.

20. No floating or non-floating objects (including, but not limited to, balls, tubes, rafts, toys, games, squirt guns, etc.) are allowed in the pool with the exception of arm floats, noodles and vests.

21. No jumping, diving, running, shouting or boisterous conduct allowed

22. NO Speakers are allowed. Cell phones, Radios, TVs and other audio devices must be used with earphones.

23. **Lounges must be covered with towels to protect them from suntan and sunscreen oils.**

24. No personal items should be hung on railings.

25. No Footwear on Lounges or Pool Coping. Sneakers, sandals, etc. may cause tears in the cushions.

Hot Tub {maximum capacity- 8 people}

26. There is no lifeguard on duty. Use the Hot Tub at your own risk.

27. Maximum use 15 minutes.

28. The temperature of the Hot Tub is not to exceed 104 degrees F.
29. Children under the age of Sixteen (16) are not permitted in the Hot Tub or around the Hot tub area.
30. With the exception of the age of children permitted, the same rules apply to the hot tub as to the pool and deck.

Lounges and Tables

31. "Holding" or "reserving" lounges or tables is prohibited. After 1 hour, Boca Highland Staff may remove unattended articles from lounges or tables if others are waiting to use them.

Gas Cooking Grills

32. Stewards will light grills. Please advise steward when you are finished cooking in order to conserve gas.
33. Obtain utensils from steward and return them cleaned and dried to the steward.
34. Users are responsible for cleanup.
35. Reservations are recommended and can be made online at www.bocahighland.com. If NO reservations; grills will be available on a first come, first served basis.
36. No group may occupy more than 50% of the grills or cooking area.

Upper and Lower Sun Decks

37. Lounges must be covered with towels to protect them from suntan and sunscreen oils.
38. Umbrellas will be closed /removed due to wind or rain at the steward's discretion.
39. NO Speakers are allowed. Cell phones, Radios, TVs and other audio devices must be used with earphones.
40. These are designated as "Quiet Zones"; (We respectfully request that "ADULTS ONLY" enter these areas.)

Beach Rules

41. Remove all the sand and tar before returning from the beach to the pool deck.
DO NOT RINSE THE SAND OFF YOUR FEET IN THE POOL.
42. Beach chairs and lounges are only permitted on the beach in front of the club.
43. Please bring beach chairs and lounges back to the seawall after use. – Please see steward if you need physical assistance with chairs/ umbrellas.
44. Only **one** beach chair or lounge per person during holiday periods (see page 1)
45. Beach chairs and lounges must be kept out of salt water.
46. No pool chairs or lounges are to be taken to the beach area.

Second Floor Social Room

47. Street attire or dry beach attire with cover up and footwear must be worn at all times.
48. Access is through the South door only. No children under the age of 18 are permitted upstairs without adult (age 21 or older) supervision.
49. The Second Floor is not available when reserved for private parties. Users are responsible for clean-up and any damage after use. Food left overnight will be discarded.
50. Groups who have not reserved the lower patio must share with other residents and observe the following rules.

- No catering
- No audio entertainment permitted unless pre-authorized.

- Group must notify center office (561-391-2461) on weekdays or steward on the weekends, two hours prior to use.

Lower Patio Area

51. Users are responsible for clean-up and any damage. Food left overnight will be discarded.
52. Groups who have not reserved the lower patio must share with other residents and observe the same as rule 50.

Private Party Use

53. Only owners in residence and lessees may reserve the facility. Resident must be the host/hostess and present during the function.
54. Residents must fill out an application and leave a deposit in the center office 5 business days in advance of the reservation date. Reservations are not secured until application and deposit are received and approved by the Board Committee.
55. The reservation fees are \$500.00 for the room and a \$2500.00 security deposit, which will be returned upon room inspection. Reservations may not be confirmed for more than 90 days in advance but can be made at any time. Social room may not be reserved for: Easter Sunday, Mother's Day, Father's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Eve and New Year's Day.
56. Fees are waived for individual building functions for one function per month.
57. No group may monopolize popular dates for private use of the facility unless it is otherwise not in demand.
58. Social room may be reserved from 5:00 pm to 11:00 pm. The board must approve exceptions. Room rearrangement/set up is not allowed before 4:00 pm on the day of the function. Kitchen/bar access is allowed after 3:00 pm.
59. A maximum of 88 attendees allowed, including guests and staff.
60. Reservations are for the second-floor social room facility only or for the lower patios but not both. Reservation does not include the pool/Jacuzzi deck or the Catering room equipment. Outside Upper deck can be used during the function but is not reserved for exclusive use.
61. Parties for children (must be children of residents) under the age of 21 may only be reserved upon manager's approval of chaperone arrangements. Parent/guardian of host minor must be present during the entire function. All Florida laws apply. The serving of alcoholic beverages is STRICTLY prohibited.
62. Kitchen facilities are to be used only for reheating food, not for the preparation of food.
63. No bathing attire is permitted in the social room.
64. Only two standing reservations are allowed at any one time, per unit.

Tennis

To make a tennis court reservation, please visit www.bocahighland.com and follow the instructions under the "Tennis Reservations" tab.

65. Tennis courts are open for play between 7:30 am and 9:30 pm daily. Your key fob is required for entry to the courts.
66. No activities other than tennis are allowed on the courts. (e.g. rollerblading, biking, jumping nets, etc.).
67. **Prime Time: Daily between 7:30 am - 11:00 am and 4:30 pm - 7:30 pm.**
68. Only ONE court time per day may be scheduled by a person or group. Additional play per day may only be done on a walk-on basis if a court is available.
69. The last reservation time available on any day is 7:30 pm.

70. If you know that you will not be able to use the reserved time, please cancel your reservation online.
71. Matches must start within 10 minutes of reservation time, or the court will be forfeited to the next player waiting at the court.
72. All reservations are for 1 and ½ hours.
73. All courts can be scheduled up to seven days in advance.
74. Guests MUST Park at the building of the owner they are playing with, NOT at the tennis court parking area.
75. Friends, relatives, and other daily guests are not permitted use of the courts unless accompanied by a unit owner or lessee.
76. The same guests can only play on the tennis court a total of two times a week

Pickleball

77. All existing Tennis Rules & Regulations posted above apply to Pickleball players.
78. Pickleball can only be played on the North Hard Courts (#1 & #2)
Only Foam Pickleball balls may be used – Plastic pickleball or Tennis balls are not permitted.

Entry through North and South Gates

79. Residents entering through the south gate must use the right lane with the access control system car tag. The left lane is for commercial and guest vehicles only.
80. All residents are required to advise security using the automated answering system {561-395-7071} of expected guests or repair personnel/vendors and their approximate time of arrival and date or they may be turned away.
81. Residents will be called to announce the arrival of their guests if they do not leave a message authorizing their guest.
82. There will be no deliveries to Aberdeen Arms, Braemar Isle, Carron House or Dalton Place before 8:00 am or after 4:00 pm or as established by each individual building association. See your building's rules for clarification.
83. The guardhouse will not accept any delivery of goods, nor will they hold or distribute keys.
84. In order to expedite traffic flow, residents must have their car tags affixed at all times.
85. The north gate closes from 10:00 pm to 6:00 am.
86. To speak personally with a guard, call 561-395-8030.

Roads

87. All vehicles must obey traffic signs and posted speed limits while on the complex.
88. No Parking is permitted on the roadway, crosswalks, sidewalks, in front of driveways, within intersections, within 15 feet of a fire hydrant, or within 20 feet of an intersection.
89. Uber, Lyft and other deliveries should be sent to 4718 S Ocean Blvd. Highland Beach, FL 33487. Then call the guardhouse at 561-395-8030 to inform the guard that you are expecting a driver/delivery.

Beach IDs, Car Tags & Access Control System

A PHOTO ID OR ELECTRONIC BRACELET IS REQUIRED FOR ACCESS TO THE BEACH

CLUB. A photo ID or electronic bracelet grants access to the beach club **only**. Each and every person, over the age of 16, entering the beach club must have either a photo ID or an electronic bracelet. The photo ID or electronic bracelet is used to swipe a reader for access. During Holiday periods, a steward will check every photo ID and bracelet at the main gate. (Holiday periods are found on page 1, paragraph 7)

**Photo IDs, car tags and electronic bracelets are available at the center office:
Monday thru Friday from 9am - 4pm**

Photo IDs for Resident / Owner / Lessee / *Out-of-area Family: This Photo ID is a permanent ID, which has no expiration date. It will remain in your possession as long as you own your unit. If you should rent your unit, the access feature will be suspended while your tenant is in residence. This ID will open the main gate to the beach club. A lessee's ID will expire at the end of the lease period. Out-of- area Family IDs have the same privileges as the Owner's ID and will be issued to immediate family ONLY. *A complete list of immediate family members MUST be provided to the center office, at the time when you get your resident ID. Beach club IDs are \$25.00

Electronic bracelet for Registered Guest: (guest staying in your unit, registered with your building)

This electronic bracelet has an expiration date, but has all the same privileges as a resident ID. Your building manager MUST fax or email over (to the center office at emily@bocahighland.com) a list of your registered guests and bracelet numbers you wish to have activated. A registered guest does **NOT** have the right to bring guests with them at any time.

Day Guest: (A guest just visiting for the day but not staying in your unit)

Day guests are not permitted into the beach club during the holiday periods listed above. As per our rules, a day guest MUST be accompanied by an owner or resident.

Charges & fees for IDs, bracelets and car tags

Up to four Guest electronic bracelets are available to each unit for a fee of \$10 each. These electronic bracelets can be registered and activated for the duration of your guest's stay by calling your building's office. You keep them in your unit and activate them when needed. They will automatically deactivate at the end of your guest's stay. **Lost or stolen IDs will be deactivated. A replacement will be available for a fee of \$25.**

Car Tags - for resident owners:

All owners MUST purchase car tags. They will operate the north & south entrance gates. One tag may be purchased for each approved authorized vehicle at a cost of \$35. This tag is mounted on the front windshield near the rear-view mirror. Some cars have a reflective windshield requiring the tag to be placed elsewhere. Lessees must also purchase a car tag (\$35) and photo ID (\$25) which will be deactivated at the end of the lease. Car tags & photo IDs are NOT transferable & are easily identified.

***Immediate family:** Grandparents, Parents, Sisters, Brothers, Children and their spouses, Grandchildren, Great-Grandchildren. All other relatives will be classified as guests.

You must present a photo ID (driver's license, etc.) in order to obtain your Boca Highland ID.

Anyone in violation of the above rules will be subject to grievance procedures.