

GALT TOWERS
CONDOMINIUM
ASSOCIATION, INC.
RULES AND REGULATIONS

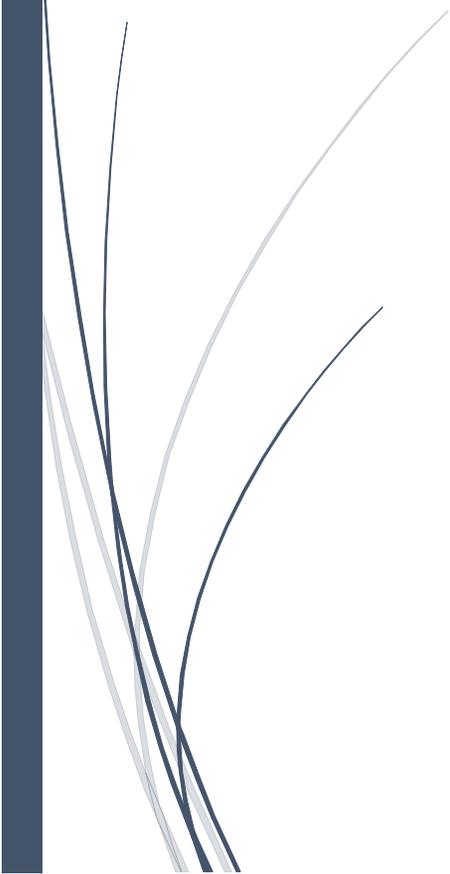


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I. INTRODUCTION

Galt Towers is a condominium, and as such, rules and regulations for the common good are established to guard the safety, health, and life of individuals, to protect property, and to eliminate annoying nuisances which are contrary to standards of good conduct, and often embarrassing to guests and residents.

These rules are designed to make living in our condominium pleasant and comfortable. In living together, all of us not only have certain rights but also certain obligations to other condominium owners. We must remember that the restrictions we impose upon ourselves are for our mutual benefit and comfort.

Our community is only as good as we owners contribute to its success. Graciousness is a delicate balance of consideration for others and tolerance.

II. GENERAL RULES

The Galt Towers Condominium is an apartment residence and the apartment units are for residential purposes only. The Declaration of Condominium requires that the intended use of an apartment be limited to single family residence use. No illegal or unlawful use shall be made of any apartment or of the Common Property, nor any part thereof. All laws, zoning ordinances, and regulations of all governmental authorities having jurisdiction over Galt Towers Condominium shall be observed.

No owners of any apartment shall permit anything to be done or kept in their apartment, or on the Common Property, or on the Limited Common Property, which will increase the rate of insurance of Galt Towers Condominium, or which will obstruct or interfere with the right of the other occupants of the building, or annoy them by unreasonable noises, nor constitute a nuisance to any other owner of an apartment, or which interferes with the peaceful possession and proper use of any other apartment, or the Common Property.

Under no circumstances will anyone be allowed to congregate or run or play in the public rooms, corridors, elevators, stairways, recreational areas, outside parking areas of garage.

- A. Violations should be reported to the Security Desk, or office, **not** to the Board of Directors.
- B. Violations will be called to the attention of violating owner or lessee, by the office.

- C. No owners, resident tenants, or members of their families or guests shall give orders or instructions to the building employees or contractors, but rather shall express their desires to the office for consideration.
- D. Complaints shall be **in writing, signed** and presented to the office.
In the event there is a continual or willful violation of any of the rules, the Board of Directors may elect to take legal action to enforce these rules. The costs of this legal action may be charged in accordance with the condominium documents to the owner who violates the rules. Please govern yourself accordingly.
- E. All maintenance fees are payable on the first of each month. Work order invoices are payable upon receipt. Accounts not received in a timely manner will be subject to a 10% penalty. Delinquencies on a continual basis will be subject to legal action incurring added expense to owner. Garage rent is to be paid annually on the first of each year.
- F. All work done in your apartment by any service person must be cleared at the Galt Towers office, except in an emergency.

III. OCCUPANCY REGULATIONS

Each of the apartments shall be occupied only a single family, as a residence and for no other purpose.

- A. Occupancy levels: The maximum number of persons permitted is:
 - 3 persons in a one bedroom apartment
 - 5 persons in a two bedroom apartment
- B. Any and all types of pets are prohibited on Galt Towers premises.
- C. An owner cannot use the common elements while renting out his unit.

IV. GUESTS

All guests must be registered. There are forms for this purpose in the Galt Towers office and at Front Security.

- A. Owners or lessees not in residence may designate only members of their immediate family as guest occupants of their apartments. "Members of their immediate family" are defined as owners' parents, adult brothers and sisters, adult children, adult grandchildren, any of whom may be accompanied by their respective spouses and children.
- B. An owner or lessee may have guests other than his immediate family only when the owner or lessee is in residence. Owners or lessees planning to have guests in their apartments must notify the office in writing prior to their anticipated arrival, giving the guests' names, address and length of stay.
- C. The number of house guests is restricted to occupancy by no more than two persons over and above maximum occupancy levels, and is limited to 30 days at any one time. After 30 days they are considered a resident and must fill out an application.
- D. When registering guests, in addition to other information given, the resident must indicate the relationship of the guests to the resident. If the notification is given by mail, it must be received in the office prior to the guests' intended arrival. When guests arrive, they must register at the front security or the office.
- E. All guests will be required to abide by the Rules and Regulations of the Galt Towers Condominium Association. Owners and lessees are responsible for their guests and should advise them that their stay can be quickly terminated by the Board of Directors if any of the Rules and Regulations are violated.
- F. No guest will be given apartment keys or building door fobs from the office. Keys to the apartment must be furnished by the owner or lessee for their guests. Guests must use a guest card. They may be purchased for \$25.00 in the Galt Towers office. If a guest uses an owner's fob, the fob will be disabled.
- G. Visitors to apartment residents must enter the building at front entrance and be announced to gain entry.
- H. Air B&B are not allowed.

V. PROPERTY DAMAGE RESPONSIBILITY

Owners, lessees, including guests and visitors shall not damage, destroy or remove any part of the building equipment or furnishings, including all outside furnishings. The responsible owner shall pay the costs of restoring the area or property affected. Such replacement or restoration must be to the satisfaction of the Board of Directors. Owners are further charged with the responsibility for any violations of the rules and regulations by any of their lessees, guests, immediate family or visitors. It is therefore the owner's responsibility to know that this lessees, guests, immediate family or visitors are fully acquainted with the rules and regulations.

Any damage to Association property done by any of the aforementioned is the responsibility of the owner(s) and owner(s) agree(s) to pay such damage.

VI. SECURITY AND SAFETY

A. ENTRY TO BUILDING

Residents must use security fobs to enter building. Persons incapacitated or carrying bundles may be buzzed in by security guard, if known to the guard.

B. LOCKS AND FOBS

1. Security fobs may be obtained in the office. Fobs are \$50.00 each.
2. Galt Towers will keep a duplicate key to all apartments to be used only for emergency. Apartment owners shall not alter his apartment entrance door lock or install a new lock without supplying the office with a duplicate key for the use of Galt Towers in case of an emergency. Emergency keys must be signed for when taken.

C. ABSENCE OF OWNERS AND/OR LESSEES

Even for absences of a short duration, for the resident's own protection, the office should be notified of departure date. For extended absence, the office must be informed in writing if apartment is to be

serviced during resident's absence, the name of any service company or individual who may be providing services in the owner's absence must be provided along with what services are expected. Inform the office in writing what arrangements have been made with reference to mail, parcels, or other deliveries. Galt Towers Condominium Association, Inc. and its employees will not be responsible for any loss or damage resulting from resident's authorized admissions to resident's apartment. Furnishings, etc. must be removed from exposed balconies during any extended absence. It is recommended that air conditioners be serviced 4 times a year.

D. RIGHT OF ENTRY TO APARTMENTS

The general personal safety of all and the prevention of loss and damage to contents due to fire or water line breakage requires that key for each lock for each apartment must be deposited with the office for the purpose of emergency entry.

Failure to provide such keys makes an apartment owner and/or lessee totally responsible and liable for resulting injuries of life, and property damage. Further, the Association will not be responsible for damage resulting from forced entry. Such keys shall not be made available to employees except under supervision of an authorized person.

E. DOORS, CORRIDORS AND BALCONIES

1. Passages, elevators, staircases, corridors and common elements must not be obstructed in any manner. (Temporary seasonal decorations on entrance doors may be used, providing they are fire retardant.) Ordinary safety and Fire Department Regulations must be maintained.
2. It is not permissible to:
 - a. Shake rugs, mops, tablecloths, etc. from windows or balconies.
 - b. Throw any objects, cigars, cigarettes, or sweep dirt or water from balconies. Waterproof containers must be used for all potted plants.

- c. Paint balcony walls, railing, ceilings, or doors. Cut-out portion may be painted white as building contracts usually do not include these.
- d. After outside apartment walls, windows or balconies. Tinted plastics on inside of windows and/or use of mylar type foil or aluminum foil in windows is allowed.
- e. To alter the outside appearance of any window or door; approval must be given by the Board of Directors.
- f. Cooking on balconies by whatever means is strictly prohibited by County Fire Ordinance.
- g. Outside antennas are not permitted.
- h. Signs, advertisements, notices or other lettering shall not be exhibited, painted or affixed to any part of the outside or inside of the premises as to be readily seen from the outside.

F. CARPET AND FLOOR COVERING

All floor tile must be installed on ¼" cork. Carpet is prohibited on balconies. All carpet in the interior of the unit must have a padding underneath.

G. WINDOWS

To prevent water damage to your and adjoining apartments, residents must close all windows and doors when leaving their apartment. Hallway doors should be closed at all times. Screens are not permitted on windows.

H. ROOF

The roof area is off limits to all residents, owners, guests, and visitors. The roof area is restricted to essential building maintenance and service personnel only.

I. PHONE

When moving in, please advise office of your new phone number. This number will be kept confidential.

J. STORAGE

The storage room may be accessed with the residents security fob.

Flammable items are prohibited from being kept in storage lockers.

Galt Towers has the right to empty storage lockers and dispose of contents if a resident has vacated the building and failed to do so.

K. WINDOWS/SHUTTERS

Shutters are no longer allowed. Owners wishing to install hurricane impact windows must first notify the Galt Towers office to receive proper specifications and approval. Windows must be done in accord with the Florida Building Code and specifications.

VII. TRASH DISPOSAL

- A. All trash and refuse which the kitchen sink food waste disposal will not process, must be securely bagged and tied and placed in the trash chutes between the hours of 8 AM and 10 PM. Dust clothes, mop heads, etc., must be bagged before being put down the chute.
- B. Newspapers should go into recycle bin in laundry room.
- C. Boxes are to be put on shelf provided in laundry room. Large cartons are to be *taken* to maintenance area. Pizza boxes (or other small boxes) must be cut up or shredded and put into garbage chute. If a box is left in the laundry room, and someone else puts it down the chute, the person whose name is on the box will be charged for cost of labor and time to unclog the chute.
- D. Bottles and cans must go into the recycle bin in the laundry room.

VIII. EXTERMINATING SERVICE

The office will provide insect deterrent upon request, limited to once every three months. You may arrange this by calling the maintenance dept. at 954-563-8799.

IX. GARAGE AND PARKING AREAS

- A. Owners or lessees shall promptly register with the office the license tag number and make of their automobile and receive a parking permit which must be affixed to the rear window of their car.
- B. All parking on the premises shall be for the exclusive use of automobiles. Vans or pickup trucks may be allowed to park in the north parking lot, subject to approval of the Board of Directors. Any vehicle with 6 or more tires is not permitted on the North or South parking deck.
- C. No parking is permitted in the restricted areas. Only head-in parking is allowed.
- D. Cars may be washed only at the designated area on the north side of the building. It is mandatory that you hose down the area after use.
- E. Skating, skate boards, bicycle riding, or playing in garage parking areas, or driveways, is not permitted.
- F. Residents who have been assigned a parking space in the garage will be responsible for paying to the Association an additional maintenance fee in an amount as maybe established by the Board of Directors. It shall be payable, collectable and constitute an assessment levied for maintenance and operation of all common elements.
Garage Fobs to open the gate are \$50.00.
- G. All parking leases must be renewed yearly in the month of January. NO seasonal rentals. However, if extra spaces are available and there is no waiting lists, rentals can be given on a monthly basis with fee to be determined by the Board of Directors.
- H. Cars are not permitted in the garage unless necessary forms have been completed.

- I. Non-residents of Galt Towers are not permitted to park in garage.
- J. Any unit owners or apartment lessees who lease in the garage and are behind in their garage payments or maintenance payments by 30 days or more must vacate the garage and their lease will be terminated. Once they are caught up on their maintenance payments, they can rent a spot. If no spots are available at that time, they must wait one year to go on the waiting list.
- K. When residents move from the building, they must give up their garage space to the next person on the waiting list, and turn in their garage opener. Spaces do not automatically transfer to new owners.
- L. Directions in the garage are to be followed. Any violations of garage rules will result in termination of garage lease.
- M. Headlights must be on when driving in the garage.
- N. Maximum speed in garage and all driveways around the building is ten(10) miles per hour.
- O. Renters who live in Galt Towers and also rent a garage space may only rent space on a year to year basis, renewal will be subject to owner waiting list. In the event of a hardship case involving a renter, each case will be considered on an individual basis by the Board of Directors.

X. THE BUILDING

Proper attire, including foot wear, must be worn in the building at all times.

Persons wearing beach attire must use the service elevator only. Wearing of beach attire in lobby, community rooms, halls and front elevators is prohibited.

Smoking is not permitted in the indoor common areas of the building.

No political or religious function may be held in the common areas of the building.

Holiday events must have approval of the Board of Directors.

Washers and Dryers are prohibited in apartments. Unless they were installed prior to 2008.

A. Social Room

The main lounge is intended for Association functions and may not be reserved for private functions by residents or outside organizations. Association functions are for residents and their guests. Occupancy level for Social Room is 90 persons. There is a \$500.00 fee plus a \$500.00 security deposit to reserve the room. Insurance must be provided by the renter.

B. Card Room

Private parties are allowed in the card room with a limit of 30 persons. A list of guests must be given to the office in advance. A charge for the private use of the card room will be \$100.00(non-refundable). There is a \$500.00 security fee to rent. Insurance must be provided by the renter. Application for the reservation of the room is to be made at least two weeks in advance to the office in writing and a form signed, stating that if damage to property or injury to guests occurs, the resident who is reserving the room is fully responsible. Party guests may not use any other common or recreational facilities of the building.

C. Card Room and Fitness Room

1. Building equipment such as bingo accessories may not be borrowed or removed from the premises.
2. Children under the age of 18 are not allowed in the fitness room.
3. Only residents may sign for key and equipment and are financially responsible for damages to equipment in fitness room.

D. Bicycles

1. Bicycles must be registered with the office and kept in the parking garage. It is recommended that they be locked and chained. The Association is not responsible for theft or damage.

2. It is strictly prohibited to ride bicycles in the garage or anywhere on the premises.
3. Bicycles must be taken to and from the garage through the service elevator and service entrance only.

XI. SWIMMING POOL, BEACH AND PICNIC AREAS

RULES ARE POSTED ON WALL BY POOL. OBEY AS POSTED.

- A. Persons using the pool are required to do so in a manner considerate of others and to comply with the following regulations which have been formatted for the purpose of hygiene and the prevention of added repair and maintenance costs. Children under twelve(12) years of age must be supervised and accompanied by an adult. Persons who cannot control their body waste functions, or who wear a diaper, cannot use the pool without rubber pants.
- B. The wearing of cut-offs, dungarees, or street clothes is not permitted in the pool.
- C. Suntan oils, creams, etc. must be removed before entering the pool or when using the patio furniture. Lounges and chairs must be covered with a beach towel when in beach attire.
- D. Objects of any kind are not permitted in the pool, except for small float aids.
- E. The pool and other recreational facilities are for the use of owners, lessees and house guests only.
- F. Security personnel are authorized to enforce the rules and regulations in the pool area, and have the authority to ask anyone to leave who does not comply.
- G. Chairs and lounges from the pool and patio areas are not to be taken to the beach or moved from one level to another.
- H. It is necessary to carry your security fob when going to the beach as the beach gate will be locked at all times. Do not open the gate for anyone not having a security fob.

- I. Sand and tar must be removed from the body before re-entering the deck area and the building. Use supplies provided near stairway.
- J. No loud playing of radios or musical instruments on deck areas.
- K. The use of any glassware is strictly prohibited.
- L. Ball playing, Frisbee throwing, roller skating, skate boarding, running and playing games is not permitted in common area.
- M. Chaise lounges or other patio furniture may not be reserved.
- N. No individual with open sores or lesions will be permitted to use the pool.
- O. Placing of feet or legs on beach tables is prohibited.
- P. Each request for holding an outdoor party in the BBQ area must be approved by the Board of Directors. Fill out application in office. A private party of up to 30 guests in BBQ area will be allowed. A \$25.00 charge will be assessed. Eating rules must be enforced. Resident must provide their own seating for their guests.
- Q. BBQ must be reserved in advance and must be left in a clean condition.

XII. SOLICITATION

Apartment owners, or any other persons shall not be permitted, directly or indirectly to solicit funds for charity or any other reasons. The sale of services, goods, wares, merchandise, real estate, etc. on the bulletin board may only be done after office approval. The conduct of any business directly or indirectly, by any apartment owners, guest of an owner, lessees or any other person, is strictly prohibited within public areas or facilities.

Equipment failure should be reported to the office or front security immediately.

XII. EMPLOYEE SERVICE

Complaints must clear through the office. Any task or work performed by maintenance employees for an individual apartment owner must be cleared through the office. The office will maintain records of services performed, showing the nature of the work, the apartment number and charges.

- A. Building employees are not permitted to perform personal services during regular duty hours.
- B. The unit owners or lessees must assume the complete responsibility of any damage to property or injury to persons performing work as independent contractors on their premises. This applies in particular to work performed after hours by Galt Towers employees. After the employee has clocked out for the day, the Association is not responsible in any way for employees' actions, work or injury on your premises when off duty. Galt Towers employees are not permitted to perform any electrical or plumbing work in any apartment after they are off duty.
- C. The minimum and/or hourly charge to the owner for maintenance service shall be set by the Board of Directors. The minimum maintenance charge will be invoiced for any visit, whether work is done or not. The fee schedule is available in the office.
- D. Any criticism of building employees' work or conduct should be reported to the office in writing.
- E. Residents or guests are not authorized to direct or to reprimand any employee of the building, or any tradesmen working under the direction of the Association.
- F. Residents must not make repairs or have work performed that can be heard by neighbors, except between the hours of 8:30 AM and 4:30 PM weekdays. Work is not permitted on weekends or holidays.
- G. Repair persons must be made aware of the smoke detectors in apartments and hallways. Proper steps should be taken to be sure alarm does not go off.

XIV. NEXT OF KIN

In the event of an emergency, it is advisable for the office to have some information about each resident. Please complete an emergency notification form which is available in the office.

XV. SUGGESTIONS

Recommendations and suggestions by unit owners shall be in writing, signed, and deposited in office mailbox.

XVI. MOVING

Moving hours are 8:30 AM to 4:30 PM, Monday through Friday. On Saturday, hours are 8:30 AM to 12 Noon, with no exceptions. Moving is not permitted on Sundays or Holidays. Application must be made at least 5 days in advance with the office. A move in charge of \$50.00 is required.

XVII. DELIVERIES

If you are not home when a delivery is made, goods and packages (except heavy and bulky items) will be accepted and kept in the receiving room. You will be informed of their arrival. The Associations shall not be responsible for loss or damage to such property. However, normal care and surveillance will be accorded deliveries while they are in our custody. The receiving room hours are from 8:30 AM to 4:30 PM, Monday through Friday and Saturday, 8:30 AM to 12 PM.

XVIII. RESPONSIBILITY FOR DAMAGE

Residents shall be liable for all damages to the building and elevators caused by receiving deliveries of, moving, or removing furniture or other articles to and from the building. All movement of articles must be done using the service elevator.

XIX. DESTRUCTION OF PROPERTY

Owners, lessees and guests shall not mark, mar, damage or destroy any part of the building, inside or outside, its furnishings or equipment. If any of these acts are committed by the owner, or an owner's employee, his child, his guest, or his lessee, the owner shall pay the costs of restoring or replacing the area damaged, or the furnishings, or equipment damaged.

XX. SHOPPING CARTS

There are grocery carts at the service entrance and at the garage level service elevator. These carts are to be used on the service elevator only. All residents are required to place shopping cars on the service elevator immediately after use. It is especially important that residents do not leave these carts in their apartments, in halls or in the laundry room overnight. They represent common property and are there for the use of all residents. Grocery carts are not permitted I the front lobby or on the passenger elevators. These rules should be enforced by all residents. Carts are for the use of residents only.

XXI. BUYING OR LEASING APARTMENTS

The Declaration of Condominium requires that all purchasers or lessees of apartments be subject to the right of first refusal to the Association. The procedure is as follows:

- A. The office will provide application forms for the prospective new owner or lessee to complete and return to the office. A check for processing fee(\$100.00), as well as a copy of the purchase contract or the lease agreement, shall accompany the application. Leases may be for a maximum of 1 year, minimum 3 months. An apartment may only be rented once a calendar year. The processing fee is non-refundable.
- B. All persons desiring to live at Galt Towers must meet with the House Rules Committee after all necessary paperwork is submitted. An appointment shall be made at the Galt Towers office.
- C. No apartment may be sub-leased by a lessee.

- D. New residents, before occupying apartments resulting from sale or lease, must register with the office upon arrival. The House Rules Committee will furnish the new owners or lessees with a copy of the rules and regulations. Persons under eighteen(18) years of age shall not occupy an apartment unless a parent or other adult relative is in residence at the same time.
- E. Rental of a newly purchase apartment will not be permitted until 1 year after the purchase date.
- F. Air B&B are not allowed.

XXII. NOISE

Noise emanating from apartments shall be controlled so that other families are not disturbed at any time. Loud talking and noisy parties disturb other people. A county ordinance prohibits excessive noise.

XXIII. REALTORS, HOUSEKEEPERS, REPAIRMEN AND OUTSIDE SERVICE PEOPLE

- A. Real estate agents must identify themselves when entering the building by showing their real-estate license identification, which will be recorded in our permanent records.
- B. Residents must arrange directly with repairmen, maids and outside service people for inside apartment requirements. The Association is not permitted to admit anyone to your apartment without your authorization. Only licensed contractors will be permitted to perform any work in apartment.
- C. Except in cases of emergency, repairmen must limit their hours from 8:30 AM to 4:30 PM, Monday through Friday. They are not allowed on weekends or holidays. Such personnel shall be registered and not admitted except at the service entrance.
- D. Security keys must not be given to outside service people.

- E. Make sure contractors are aware of smoke detectors in hallways. Dust can set off alarm.

PERMITS

A permit for any service to be performed in an apartment must be obtained by owner or lessee from the office(except in an emergency situation). Therefore the owner must request the contractors' license number and proof of insurance when contracting for their service.

XXIV. BOARD OF DIRECTORS MEETINGS

- A. All notices of meetings will be posted in mailroom on Board of Directors bulletin board.
- B. Notice of all committee meetings will be posted in advance of the meetings. All Board members are to be notified in advance of any committee meetings.
- C. Meeting dates and time may be changed at the discretion of the Board of Directors. In any event, a forty-eight(48) hours' notice will be given.
- D. Unit owners may speak to any agenda item at a time allotted by the President/Chairperson. Unit owners' statements must be to the point and in reference to the item under discussion. The President may limit the duration and frequency of discussion based on the agenda and item under discussion. Such limitation shall be announced by the President in advance.

Following non-board participation, the meeting will be closed to the floor so that Directors may deliberate and vote without outside input or interference on the particular agenda item.

- E. Videotaping and/or tape recording of meetings is allowed. Equipment should be set up before the meeting, no bright lights are allowed and no movement around the room during meeting.

XXV. ASSOCIATION RECORDS

Unit owners wishing access to official condo records must submit a written request stating which records they want to inspect or copy. Within 72 hours, your request should be fulfilled. Persons inspecting or copying records shall sign a receipt for same. Inspections shall be during normal office hours in the Galt Towers office. Copies are 25 cents per page. Copy of documents is \$25.00.

Note: Attorney's opinions, unit owner's medical records and information obtained in connection with sales and leases are excluded from the official Association records.

XXVI. FIRE ALARMS

The official recommended procedure by Ft. Lauderdale Fire Dept. is that you immediately evacuate by smoke towers A and C when the fire alarm sounds. The Board of Directors of Galt Towers endorses this procedure.

There are persons in Galt Towers who are incapacitated and unable to evacuate without physical assistance. These persons must make sure their name is on the "help" list which is maintained at the front Security Desk for use by the Fire Department personnel.

In case of fire: Call the Fire Department immediately-Dial 911, giving the address and apartment number. The speed with which the Fire Department is called is very important.

After notifying the Fire Department, call Front Security to inform them that there is a fire(954-563-7268 or 954-563-4054). DO NOT call Front Security to ASK if there is a fire. This ties up phone lines and may delay information we will be needing to get from the source of the problem.

On your way to the exit stairwell, pull the fire alarm box. The fire alarm pull boxes are for **EMERGENCY ONLY**. It is a criminal act to pull the alarm if there is no fire. A false alarm could cause serious injuries. Please make certain that all children and grandchildren are cautioned accordingly.

STAIRWELL EXITS: Galt Towers has three exits. The ones at the ends of the building are called "SMOKE TOWERS" since they have air coming through and the exit empties out into the open. The middle exit (near the laundry room) should **NOT BE USED** as the exit empties into the garage or interior of the building. The Fire Department has given the following identification for the Smoke Towers: The Smoke Tower at the west end of the building as exit "A". The east end is exit "C". The middle exit is "B" and should not be used.

WHICH EXIT TO USE: If the fire is **NOT** on your floor; residents in Apartments “A” through “H” should use the west exit(A), apartments “J” through “U” should use the east exit(C).

If you see that the fire is in an apartment on your floor, use the exit farthest away from the fire.

BEFORE COMING OUT INTO THE HALL, MAKE SURE THE INSIDE OF YOUR APARTMENT DOOR DOES NOT FEEL WARM. IF IT DOES NOT, SLOWLY OPEN THE DOOR TO MAKE SURE THE SMOKE IS NOT TOO DENSE. IF IT IS TOO DENSE, STAY IN YOUR APARTMENT, STUFF WET TOWELS UNDER THE DOOR AND GO THE TERRACE. IF YOU DO COME OUT INTO THE HALL **MAKE SURE YOU CLOSE YOUR DOOR AFTER YOU**. THE FIRE DEPARTMENT SAYS THIS IS A MUST. IF A FLASHLIGHT IS HANDY, TAKE IT.

There are 3 alarm pull boxes on each floor. Know where they are. To set off the alarm, you only need to pull down the handle. When the alarm is pulled, it alerts our security and monitoring service to notify the Fire Department. Alarm horns will sound on every floor.

The Fire Department suggests that you have a prearranged meeting place outside the building for family members. Do not interfere with firemen or apparatus.

Whenever the Fire Department responds to a call, the party responsible for causing the alarm shall be charged the costs of the city service charge, which is \$400.00 per call.

