

**ABBEY ON THE LAKE CONDO ASSOCIATION
RULES AND REGULATIONS UPDATE
REVISED April 11, 2013**

The following is an updated listing of the significant rules and regulations which govern the actions and behaviors of each unit owner, lessee, and guest, with the single goal in mind to promote the common welfare of all residents in our community.

These rules and regulations are listed in our condominium documents, or have been added by your Board of Directors. Additional rules not listed below but contained in our condominium documents may also apply.

It is the intention of your Board of Directors to, in good faith, uniformly enforce these rules and regulations for the good of all, however, it is recognized that the best results will occur with voluntary and supportive compliance.

ALTERATIONS AND/OR STRUCTURAL MODIFICATIONS

No unit owner shall make, cause to be made, or allow to be made any alteration and/or structural modifications which will affect the appearance of the condominium from the exterior, without the prior approval of the Board of Directors. For example, no unit owner may install screen doors, or apply any type of film or covering to the inside or outside of the windows, or any enclosure of the lanai area, without prior approval.

BUILDING APPEARANCE AND MAINTENANCE

- a. Streets, sidewalks, walkways, entrances and stairs must not be obstructed or used for any purposes other than ingress and egress to and from units nor shall any carriages, toys, bicycles, wagons, etc. be left thereon after sunset. An exception are potted plants as long as they are limited to Three (3).
- b. No garbage cans, supplies, containers, or other articles shall be placed in or on the walkways, hallways, balconies and entry ways. No articles of clothing, rugs, linens, etc. shall be hung from any balcony or walkway.
- c. No exterior radio, television antenna or satellite dish installation, or their wiring shall be made without the written consent of the Board of Directors.
- d. No banners or signs, including for sale or for rent signs, advertisements, notices or other similar material shall be exhibited, displayed in or upon any part of the units, limited common elements or common elements without written consent of the Board or Directors. For sale signs may be displayed ONLY during open house with the written consent of the Board of Directors.
- e. All bicycles not kept in the condo shall be parked, after sundown, in one of the seven bike racks placed throughout the circle. For security purposes, it is strongly recommended that they be securely locked.
- f. No inflammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element, except those necessary and suited for common household use.
- g. Whenever a unit is unoccupied for more than three (3) days, the water to that unit shall be turned off at its source where it enters the unit. This shutoff valve is located in the front (guest) bedroom closet of each unit.
- h. The owner of a vehicle which leaks motor fluids on the roadway is responsible for the removal of such, and any stains caused by it.
- i. No auto work (including but not limited to tune-up and oil changes) is permitted. Emergency repair work to start a vehicle or prepare it for tow is allowed.
- j. No painting or remodeling, etc. shall be done in a unit unless the owner is in residence or has appointed a responsible person to inspect the condo after the workers have left for the day.
- k. All window treatments (fabric curtains, plantation shutters, blinds etc.) that are visible from the outside of the unit shall be white in color.

COMPLAINTS

- a. All complaints of unit owners shall be made in writing and delivered to our management company, Management By Association, Inc., (MBA), (see last page)
- b. If the actions of another resident are disturbing you after 11:00 PM, call the Sheriff's Office non-emergency number. If the disturbance is considered an emergency, then call **911**.

SHERIFF'S NON-EMERGENCY: 239-774-4434

FIRE DEPARTMENT NON-EMERGENCY: 239-597-3222

CONDUCT

- a. No use of the common elements, common areas and association property may unreasonably interfere with the rights of other unit owners, lessees or guests to use said property.
- b. No unit owner shall make any disturbing noises by himself, his family, guests, etc., nor do or permit anything by such persons to interfere with the rights, comforts or conveniences of other unit owners, their family, guests, etc. Radios and televisions etc. must be set at a volume so as not to disturb others. Any guest activity after 11:00 PM should take place in the living quarters, and, if necessary, the lanai doors should be closed so as not to disturb others.
- c. No barbecuing with either a gas or charcoal grill is permitted within ten (10) feet of any building. Gas barbecue grills, when not in use, must be moved to the common grounds area across the road from the user's unit to at least a ten (10) foot distance from the roadway or parking spaces. Charcoal grills, when not in use, may be stored on the rear lanai or otherwise moved to the above specified area.
- d. All occupants under the age of eighteen (18) shall be supervised by an adult to insure that they do not be a source of annoyance to other residents.

EMERGENCIES IN OWNERS ABSENCE

In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, the association shall retain pass-keys to all units. If, in an emergency, a unit has to be entered, and a pass-key has not been made available, the unit owner shall be held responsible for any damage or expense incurred in gaining entry. Unit owners should consider having a Caretaker to care for their unit in case of an internal problem (water leak etc.) or damages from a hurricane. Caretakers name should be provided to the Association. Remove all furniture, plants etc. from lanai and entry ways if you are absent from your unit for an extended period, unless you have hurricane shutters covering exposures.

FINES

While it is expected that voluntary compliance with the rules and regulations established will negate the need for fines being assessed, when necessary, the Board of Directors, will follow procedures outlined on Page 15 of the By-laws to enforce compliance.

MAINTENANCE FEES AND ASSESSMENTS

- a. All maintenance fees and assessments not paid within ten (10) days after the due date shall bear interest at the highest rate allowed by law.
- b. Three (3) reminder notices will be mailed. If maintenance fee is not paid before the last month of the quarter, a pre-lien letter shall be sent by the Association's attorney, and a lien shall be placed on the property after that thirty (30) day period.
- c. Any owner who requires a third letter for two (2) consecutive quarters will be required to immediately pay their assessments for the remainder of the year.

GUEST AND LESSEE OCCUPANCY

- a. Each unit is limited to **RESIDENTIAL USE ONLY**, and a maximum of six (6) occupants.
- b. **Whenever an owner allows his/her unit to be used in their absence, our management company must receive advance notice of the occupancy.** Management company will then be responsible to notify the gate house so temporary passes will be available to occupants upon arrival. Failure to give this advance notice will subject the owner to a \$100.00 per day fine.

- c. Units may not be leased for less than thirty (30) days or more than one (1) year. Only five (5) leases are allowed per year. **However**, owners acquiring title after April 1, 1997, can only lease a total of six (6) months in a twelve (12) month period.
- d. If a lease is made through owner or rental agency, a completed lease application is to be received at least fifteen (15) days before occupancy. A proposed lease can be approved/disapproved only by a majority of the Board of Directors.
- e. During a lease term when lessee is in residence, non-relative guests are limited to thirty (30) days in a ninety (90) day period.
- f. When lessee is absent, non-relative guests are not allowed.
- g. No sub-leasing is permitted.
- h. In owners absence, non-relative guests are limited to a two (2) week maximum stay, and this type of occupancy is limited to three (3) times per year. There is no limit on the frequency for relative guests.
- i. In owner's absence, regardless of guest status, the owner is required to notify our management company, in advance, the names of their guests and the dates of occupancy. (See b. above).
- j. When owner is present, non-relative guests are limited to thirty (30) days in a ninety (90) day period. There is no such limitation on relative guests.
- k. Exceptions to the above must be approved, in advance, by the Board of Directors.

PETS

Only unit owners are allowed a pet. **A pet is not permitted in leased units.** The owner of each unit may keep one (1) pet, of a normal domesticated household type (such as a cat or dog) in the unit. When outside of units, the pet is expected to be on a leash or carried. Pet owners are expected to carry necessary tools to pick up droppings. The ability to keep a pet is a privilege, not a right, and the Board of Directors is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to the residents. No reptiles, amphibians or livestock may be kept in the condominium.

PARKING

- a. One (1) marked parking space is assigned to the exclusive use of each unit.
- b. The overnight parking of commercial vehicles on the condominium property is prohibited. The parking of pick-up trucks and vans is permitted if the vehicle is intended for use as a passenger vehicle, for personal non-business purposes only, without any lettering on the outside, and if no tools, equipment, merchandise, materials or supplies are kept stored in the vehicle, except for emergency equipment normally stored in any vehicle. Vans must have windows on both sides and equipped with seating throughout.
- c. Campers, RV's, boats or trailers may be parked on the property once per month for a maximum of three (3) days, and then only if adequate parking space is available without inconveniencing others.
- d. No passenger vehicle shall be parked in a manner which takes up more than one (1) parking space.
- e. Motorcycles are prohibited from parking overnight without written approval of the Board of Directors. Any approval that may be granted, will be for a limited amount of time and the Board of Directors reserves the right to withdraw this approval at any time.
- f. During the time the owner, guest or lessee is in residence, only their licensed vehicles, in an operable, well maintained condition, may be parked within the common area elements. The common elements are not to be used for the storage of the vehicle that the owner shows by his or her action is not intended to be used as a means of transportation. It shall be presumed that a vehicle is being stored in violation of this rule if it is not used for normally accepted purposes at least once every fourteen (14) days. Violations must be corrected within fourteen (14) days of receiving notice from the Board of Directors or the vehicle will be towed out at the owner's expense.
- g. Abandoned, rusted, broken and unused bicycles, in the common areas, will be tagged with a notice and then the owner shall have thirty (30) days to repair or remove such bicycle (s). If no action is taken after the thirty (30) days the association will take action and dispose of them.

POOL RULES

- a. All swimming is done at the swimmers own risk. **No lifeguard is on duty at anytime.**
- b. Pool hours are from **DAWN TO DUSK - ONLY** No night swimming. Strictly enforced.
- c. Use of the pool is restricted to unit owners, their guests and their lessees and their guests in occupancy.
- d. Babies must be diapered when in the pool.
- e. Only radios and boom boxes with earphones are allowed in the pool area, this rule is waived when a special event authorized by the Board of Directors is being held.
- f. Consideration of other people is expected at all times.
- g. All posted rules listed at the pool are expected to be followed.
- h. No pets are allowed in the pool or in the pool area.
- i. A key is needed for entrance and to exit the pool area. One (1) key has been provided to each unit owner.
- j. Since it is necessary to use a key for pool entry, entry by any other means is considered trespassing and will be dealt with through the Sheriff's Department.
- k. Absolutely **No glass containers in the pool area.**

NIGHT TIME ENTRY

Gatehouse must be notified whenever a guest is expected to arrive at your residence. The voice mail telephone number for the **Gatehouse is 597-2005.** Your guests must either be on the preferred list at the gatehouse or you can leave a voice mail to allow your guests to enter.

TRASH AND GARBAGE

- a. Carefully place trash and garbage in a securely tied plastic bag and deposit in the nearest trash dumpster. Any item too large to place in the dumpster such as a chair, sofa, stove, etc. must be placed outside the dumpster within the dumpster enclosure. Our management company, (239-649-5667) should then be notified to arrange for a special pick up for that item. The cost of that pick up is (\$37.48 for the first piece and \$10.07 for each additional item). This cost will be charged to the unit that called for the special pick up.
- b. Recycle bins are placed alongside the trash dumpsters located inside all four (4) dumpster enclosures. All occupants are encouraged to place all recyclable items in the recycle bins per their instructions.
- c. Litter, including cigarette and cigar butts, should not be thrown on the grass, sidewalks or roadways.
- d. All cardboard boxes shall be broken down and placed in the proper container.
- e. If a dumpster is full and the lid cannot be completely closed, place trash and/or garbage in another dumpster on the premises.

A listing of our current Board of Directors is posted on each bulleting board. Feel free to contact our Management Company or any of the Board of Directors.

Our management company is:

Management By Association, Inc. (MBA)
187 Forest Lakes Boulevard
Naples, FL 34105
(Phone) 239/649-5667 (Fax) 239/649-3299