

NAPLES SQUARE II CONDOMINIUM ASSOCIATION INC.

RULES AND REGULATIONS

The Board of Directors publishes the rules and regulations set forth below for information and guidance of all residents.

Your cooperation in observing the rules listed below will ensure that our condominium community continues to be a pleasant and attractive place in which to live in.

ALL UNIT OWNERS MUST INSTRUCT THEIR GUESTS AND TENANTS TO OBEY ALL RULES AND REGULATIONS OF THE NAPLES SQUARE II CONDOMINIUM ASSOCIATION. Unit Owners who rent or lease their Unit are responsible for the conduct of their tenants. Any infraction of the rules shall be directed to the owner of the Unit. **TENANTS MUST BE FURNISHED A COPY OF THE RULES AND REGULATIONS.**

No Unit Owner shall make any alteration, decoration, repair, replacement, exterior change of paint, glass panes, or other enclosures on balconies, porches, terraces, patios or any other part of the exterior Units, common elements or any condominium building without prior written approval from the Board of Directors. Thus, the Board of Directors of the Association must approve installation of storm doors, floor covering on balconies, porches, terraces or patios, and hurricane enclosures. The board will consider written requests specifying the color and material specifications.

Rule Changes – The Board of Directors reserves the right to change, revoke, revise, or add to the existing Rules and Regulations.

GENERAL

- 1) All owners/residents must complete and return to the Association a PURCHASE/LEASE DATA SHEET and must be approved by the Association
- 2) No articles shall be placed upon the common elements of the condominium property, other than customary patio furniture.
- 3) The common elements (including but not limited to the walkways, hallways, balconies, porches, terraces, and patios) of the condominium property shall not be obstructed in any manner and shall be kept free and clear of rubbish, debris, and other unsightly or unsanitary material, including but not limited to shoes, umbrellas, and trash or recycling bags. Unit Owners must make reasonable and timely efforts to clean or pick up messes, such as spills or debris, that they may cause in the common elements.
- 4) Fire exits shall not be obstructed in any matter.

- 5) No articles shall be hung or shaken from any Unit onto the common elements (including but not limited to the balconies, porches, terraces, walkways and patios) of the condominium property.
- 6) No Unit Owner shall throw, sweep, or allow to fall any article of water from his Unit onto the common elements (including but not limited to the balconies, porches, terraces, walkways and patios) of the condominium property.
- 7) No article shall be attached to, erected upon, installed, or affixed to the exterior walls, exterior doors, or roof of a Unit or upon the other common elements of the condominium property, except that an Owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, and a Unit Owner may display, in a respectful way, portable, removable, official flags, no larger than 4 1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard. Additionally, an Owner may display a religious object on the mantel or frame of the door of the Owner's Unit that is no larger than 3 inches wide, 6 inches high and 1.5 inches deep.
- 8) Employees of the Association shall not be sent off the condominium property by any Unit Owner at any time for any purpose, nor shall any Unit Owner direct, supervise, or in any manner attempt to assert any control over the employees of the Association.
- 9) Unit Owners complaints regarding the maintenance and operation of the condominium shall be made in writing to the Board of Directors of the Association.
- 10) Children of guests under the age of 16 shall at all times be supervised by their parents or the Unit Owner they are visiting.
- 11) Those Unit Owners who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney's fee, in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles, and substances from the condominium property, which were placed thereon in violation of these rules.
- 12) Each Unit Owner requesting to speak or comment on any specific item listed in the agenda for any meeting of the Association shall submit, in writing, to the Board of Directors, at least twenty-four (24) hours prior to opening of the meeting, the statement or comment he/she desires to make at the meeting. The speaker will be allowed a maximum of three (3) minutes for his/her comments.

- 13) Excessive or disturbing noise and/or nuisance by owners, residents, their guests and workers, that unreasonably interferes with other residents' quiet enjoyment of the Property, is prohibited. Unit owners, residents, and guests are required to observe quiet hours in the courtyard and on all balconies, terraces, porches and patios from 11 pm to 6 am, except on New Year's Eve, or as otherwise approved by the Board of Directors in writing. Prohibited activities during quiet hours include, but are not limited to, loud phone conversations, loud personal conversations, playing of music, loud closing of doors or gates, and use of common amenities in the courtyard other than the BBQ grills. Continued violation of this rule is subject to a fine.
- 14) Everyone is requested to control loudness of group gatherings, TV, radios, and/or stereos especially during evening and night hours when windows are open, as sound is carried on the airways. Wind chimes are not permitted outside the Units.
- 15) Feeding of birds, squirrels or other small animals is not permitted.
- 16) Bicycles, roller skates, roller blades and skate boards are not permitted on walkways at any time. Roller blades, skates and skateboards are not permitted on roadways, nor the parking garage. Walkways are strictly for foot traffic.
- 17) Children are not to play in the elevators, lobbies and stairways.
- 18) Hours for moving in or out are 8:00 A.M. to 6:00 P.M. and prior arrangements must be made with management to install pads in the elevator Monday through Saturday. No moving is allowed on Sundays or Holidays without Board's approval. Any damage to the elevator interior is the responsibility of the person moving in or out and will be charged to the Unit Owner involved.
- 19) Any Unit Owner desiring to lease or sell his/her Unit must submit an application accompanied by a check in the amount of \$100.00 made payable to the NAPLES SQUARE II Condominium Association, Inc. at least ten (10) days prior to the effective day of the proposed lease or sale.
- 20) NO FOR SALE, FOR RENT, OR FOR LEASE signs or any other sign shall be posted on the premises of any Unit.
- 21) Any request for condominium records must be in writing, with the agreement that the requestor will pay \$0.25 per page, plus postage.
- 22) Eligibility for service on the Board of Directors is restricted to members of the Association only (except for developer representatives during the period when the Developer is in control of the Association).

- 23) Each Unit Owner shall provide to the Condominium Association keys to the Unit Owner's Unit and Storage Locker to allow the Condominium Association to perform any and all obligations required of it under the Declaration of Condominium.
- 24) All carpeted floors must be covered with a pad of a minimum weight designated by the Association. Installation of hard-surfaced floor coverings, other than those installed by the Developer, such as tile, marble, wood and the like must first be submitted to and approved by the Board regarding material specifications and installation methods, and if approved must meet all applicable structural requirements. Further, the Board will have the right to specify the exact material(s) to be used for sound insulation purposes.
- 25) All bicycles that a Unit Owner stores in the designated bicycle storage areas in the garage (but not including bicycles stored in a Unit Owner's storage locker) must be registered by Unit Owners with Property Management and subject to a maximum of two bicycles per Unit Owner. Registration will be effective for a period commencing from the date of registration and running to the second December 31 following the registration, after which time re-registration will be required if the Unit Owner wishes to continue use of the bicycle storage areas in the garage. Storage of bicycles in the designated bicycle storage areas will be on a first come, first served basis.

FLOORING SPECIFICATIONS

- 1) Sound Underlayment Control Material - Wall-to-wall carpeting must be installed over high padding. If a Unit Owner desires to install any hard surface floor coverings (e.g. marble, slate, ceramic tile, parquet), the Unit Owner shall also install a sound absorbent underlayment of such kind and quality equivalent or superior to Proflex 90MSC and perimeter sound isolation material.
 - a. At the perimeter of the entire floor, and the periphery of all protrusions to that floor, fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within 1/4 inches (6.35 millimeters) of the finished surface.
 - b. Closed cell polyethylene foam (2.7 – 9 pcf) not less than 1/4 of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.
 - c. The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within the 1/4 inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

- 2) After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.
- 3) A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.
 - a. This joint shall be 1/4 inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.
 - b. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.
 - c. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.
 - d. Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.
- 4) Any flooring installed on the lanais and balconies of a Unit shall be installed as to ensure proper drainage. All tile and its bedding and grout must be of such material and so supplied as to be waterproof.
 - a. A half inch gap corner bead must be installed between screen enclosures and/or rails.
 - b. Tile edge must not be left unfinished and must harmonize with the color of the tile.
 - c. Under no circumstances should the tile be installed at the outer edge of the balcony. All grout to be held away from balcony outer edge to avoid grout seeping over balcony.

BALCONIES, PATIOS, PORCHES, TERRACES AND WALKWAYS

- 1) No floor coverings shall be applied to the balcony, porch, terrace or patio deck unless approved by the Association.
- 2) Laundry, rugs, towels, bathing suits, mops or other similar articles shall not be hung or spread on the common elements of the condominium property where it would be visible from outside the condominium. Articles of any sort shall not be beaten, cleaned, or dusted by handling or extending same from any window, door, or over railings. Items shall not be placed on the grass area for cleaning or painting. Towels may be placed on furniture but not on balcony railings.
- 3) You must dispose of cigarette butts appropriately, do not throw over balconies.
- 4) No flowers of any kind are to be planted in the ground around the edges of the buildings.
- 5) Cooking is prohibited on all balconies, porches, patios and terraces.
- 6) Children are not to run, skate, or play on roads or walkways.
- 7) No chairs or other items are permitted on the walkways at any time.
- 8) Each Unit Owner, upon declaration of a Hurricane or Tropical Storm warning for the Naples area, must immediately prepare his/her residential Unit by removing all furniture, potted plants and other movable objects from his/her balcony, porch, terrace or patio. In addition, each Unit Owner who plans to be absent from his or her Unit during the hurricane season must prepare his/her residential Unit prior to departure by:
 - a. Removing all furniture, potted plants and other movable objects from his/her balcony, porch, terrace or patio; and
 - b. Designating a responsible firm or individual satisfactory to the Association to care for his/her Residential Unit should the Residential Unit suffer hurricane damage.
- 9) Glass topped tables are not permitted on open air balconies, porches, patios and terraces.

POOL RULES AND REGULATIONS

- 1) Every Unit Owner must know the pool rules and instruct their guests or renters accordingly. Safety is the first consideration.
- 2) All persons wearing diapers must wear protective covering to not allow spillage into the pool.
- 3) The pool & spa hours are dawn to dusk.
- 4) No excessive noises from any radios around poolside shall be permitted.
- 5) Everyone must shower before entering the pool. Suntan lotion and oils must be removed before entering the pool.
- 6) Children not toilet trained must wear a swim diaper. No disposable diapers please.
- 7) Conventional swimsuits must be worn in the pool.
- 8) Glass containers are not allowed in pool area. No eating at poolside, only at the grill area on the terrace area.
- 9) No rafts, snorkels, fins, balls, or any other toys are allowed in the pool.
- 10) If chairs or lounges are moved, they must be put back before leaving the pool area.
- 11) No pets on pool deck.
- 12) No running or horse play.
- 13) No smoking in or on the pool deck.
- 14) Children under 13 years of age must be supervised by an adult at all times.

STORAGE ROOMS

All items in storage rooms must be stored within individual lockers (no exceptions).

PARKING

- 1) Residents should advise their guests of the visitor parking locations. No parking of private vehicles is permitted in areas designated for delivery or unloading.
- 2) No Unit Owner shall have more than two (2) vehicles parked in the garage at any given time. Parking spaces are designated exclusively for vehicle storage. No items other than vehicles are allowed to be stored in parking spaces.
- 3) No parking in the drives. Only designated parking spaces should be utilized.
- 4) If a Unit Owner leases his or her Unit in accordance with the Declaration, the tenant may only utilize the Unit Owner's assigned parking space or street side parking and may not use any unassigned space within the garage or any other Unit Owner's assigned parking space, and the Unit Owner will so inform the tenant.
- 5) **NO OVERNIGHT PARKING OF THE FOLLOWING:** Trailers, commercial vehicles, motor homes or any other vehicles which bear any markings visible from outside or any vehicle which carries commercial equipment, tools, ladders, paint cans, or supplies within the bed, with fifth wheel set-up, dual rear wheels, with camper provisions for external hook-up and/or other living accommodations, any pick-up that extends beyond the boundaries of a parking space or overhangs the curb. Pickup trucks that are used as personal transportation shall be permitted. Under no circumstances may a van or other vehicle be lived in overnight.
- 6) No vehicle which cannot operate on its own power, shall remain on the condominium property for more than forty-eight (48) hours.
- 7) No vehicle shall be repaired on the condominium property.
- 8) Also prohibited are: Boats, water equipment, canoes or rafts stored on or attached to parked cars unless parked in private garage. Also, vehicles with raised or lowered suspension that emit excessive noise, fluids or smoke, no non-operational, unlicensed vehicles or those with expired license may be parked for repair or restoration.
- 9) Vehicles in violation will be towed at the owner's expense.
- 10) Washing of Owners' personal vehicles on the Condominium Property is permitted in the area adjacent the northeast garage entrance from sunrise to sunset but otherwise prohibited.

- 11) Unit Owners may park golf carts in designated golf cart parking spaces in the northwest corner of the garage on a first come, first served basis. Only one golf cart per Unit Owner may be parked in the designated golf cart parking spaces, and the golf cart will continue to count as one of the two vehicles permitted to be parked in the garage by a Unit Owner.

SECURITY

- 1) Unit Owners are prohibited from providing their building access device to anyone.
- 2) Keep building entrance doors closed at all times except to depart and enter.
- 3) Under no circumstance open the lobby door for anyone other than your guest.

TRASH ROOMS

- 1) All garbage and refuse should be contained in tightly tied plastic bags and deposited in the trash chute, including especially diapers and other items requiring sanitary disposal.
- 2) All cardboard boxes, such as shipping boxes, must be flattened to reduce bulk and must be placed in the designated areas instructed by Property Management, not in recycling bins. Paperboard cartons, such as cereal boxes, tissue boxes, or the like, should be flattened and placed in designated recycling bins instructed by Property Management.
- 3) Refuse and garbage shall not be deposited in any hallway or outside anyone's door.

PETS

- 1) Pets are to be walked in the designated area only.
- 2) Under no circumstances may any exotic pets, such as snakes or other reptiles, rodents, or any breed of dog commonly known as "Pit Bull" or any aggressive dog be permitted on any portion of the Condominium property.
- 3) Pets shall be limited to two pets per Unit, with strict behavioral criteria. All pets shall be registered with the Association. Pets are limited to owners only.

Pet Behavior Criteria

- a. The pet shall not make noises such as barking or crying that are unreasonably disturbing and of such continuous duration or frequency as to unreasonably interfere with other residents' quiet enjoyment of the Property.
- b. The pet shall not be permitted to damage any common or limited common area of the Property.
- c. The pet shall not be permitted to defecate except in permitted areas. When using Permitted areas, owners will clean up after their pets every time without exception.
- d. The owner will obey any and all use and health regulations concerning pets on the Property. No pets are permitted on the pool deck.
- e. Their owners whenever outside the residence will securely leash pets. No pet shall be allowed to run free for any amount of time.
- f. No pet shall behave in any fashion, which reasonably disturbs the enjoyment of the Property by owners and their guests.

Aggressiveness, viciousness, biting or any other behavior causing injury to any person shall be grounds for immediate removal of the pet from the Property without the notice requirement below.

If an owner's pet behaves in a fashion, which violates the behavioral criteria, the Board is permitted to exercise the following remedies:

- a. On the first offense, the Board will send written notice to the owner via registered mail asking that the behavior be changed.
- b. If a second behavioral problem occurs during any twelve-month period, the Board of Directors may vote to order the pet removed at any regularly scheduled meeting via simple majority of the Board.

NAPLES SQUARE II TRADE RULES

1. Work hours are 8 a.m. to 5 p.m. Monday through Saturday. The Unit Owner is responsible for any trade personnel hired by the Unit Owner. The Unit Owner must arrange for trade access to the building and unit and ensure that all trades have left the building by 5pm.
2. All trades must be properly licensed and insured, and must provide the documentation prior to starting work.
3. All stone and tile deliveries must be scheduled with the management office so elevator reservations can be made.
4. The use of any hard surface flooring requires the incorporation of sound control. Since there are several methods of sound control, the method you choose must be approved by the Association before installation begins.
5. All materials and supplies must be unloaded in designated locations.
6. Do not pour grout, paint or any other construction debris down any drain.
7. Do not cut tile/stone on terraces, patios, porches, balconies or walkways. Tile may only be cut with a wet saw in an area properly tented to contain dust.
8. Do not use trash chutes. All debris must be deposited in dumpster or hauled away daily.

(VIOLATORS WILL BE THROWN OFF THE JOB.)
9. All alterations to terraces, patios, porches, or balconies must have written approval of the Association and necessary permits must be obtained.
10. All exterior doors must be kept closed to prevent heavy AC condensation, which could cause unnecessary charges for repair. Interior hall doors must be closed.
11. No cutting or drilling into the concrete floor or ceiling slab is permitted without prior approval by Association. Cutting or drilling into the floor or ceiling slab may require a post tension x-ray.

All trades must be out of building by 5 p.m. indicated on item #1.

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THESE RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.

In the case of any inconsistencies between the terms of the Declaration of Condominium for Naples Square II and these rules and regulations, the terms of the more restrictive provisions shall control, unless such terms of these rules and regulations are prohibited by the Declaration of Condominium and, in that event, the terms of the Declaration of Condominium shall control.