

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

The Rules and Regulations hereinafter enumerated shall be deemed in effect until such time as amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, and invitees, contractors, lessees, and persons over whom they exercise control and supervision. **(Reference Rules and Regulations also; Bylaws Exhibit D Sect. 7 page11)**

1. BUILDING APPEARANCE AND MAINTENANCE:

(a) Unit doorways, sidewalks, porches, steps and driveways, must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units, or what it is initially intended for. Nor shall any carriages, bicycles, wagons, shopping carts, chairs, benches, tables, toys, shoes, basketball hoops, hockey nets or any other object of a similar type and nature be left therein or thereon.

This includes basketball hoops and any other portable devices.

(b) Personal property of unit owners shall not be stored outside their unit's front entry or fenced in area between units that houses the air conditioning equipment, lawn and landscaped areas. The only approved item outside unit door is a doormat.

(c) No person shall sweep or throw any dirt, waste or other substances out of the unit or onto the common elements. No unit Owner shall be permitted to cause water or other liquids to flow outside their lanai or unit.

(d) No outside television, radio, or other electronic towers, aerials, antennae, satellite dishes or device of any type for the reception or transmission of radio or television broadcasts or means of communication shall hereafter be erected, constructed, placed or permitted to remain on any portion of the Condominium Property or upon any improvements thereon, unless expressly approved in writing by the Association and the Master Association, except that this prohibition shall not apply to those satellite dishes that are one (1) meter (39.37 inches) in diameter or less, and specifically covered by 47 C.F.R. Part 1, Subpart S, Section 1.4000, as amended, promulgated under the Telecommunications Act of 1996, as amended from time to time. Permissible dishes must be installed on Limited Common Elements and no mounting of hardware or wiring can pierce the Common Elements. The Association is empowered to adopt rules governing the types of antennae, restrictions relating to safety, location and maintenance of antennae. The Association may also adopt and enforce reasonable rules limiting

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

installation of permissible dishes or antennae to certain specified locations, not visible from the street or neighboring properties, and integrated with the Condominium Property and surrounding landscape, to the extent that reception of an acceptable signal would not be unlawfully impaired by such rules and provided the cost of complying with such rules would not unreasonably increase the cost of installation of permissible dishes or antennae. Notwithstanding the foregoing, no permissible dishes or antennae shall be installed on, over or through the common Elements of the Condominium Property. Any permissible dishes or antennae shall be installed in compliance with all federal, state and local laws and regulations, including zoning, land-use and building regulations.

(e) No modification to the unit exterior such as hurricane shutters, storm doors, etched glass, screening or painting shall be done without written approval of the Association. **(Refer Sect. 11.11, 11.12 page18)**

(f) For security and aesthetic purposes, owners should keep garage doors closed at all times.

**2. UNIT MODIFICATIONS, IMPROVEMENTS OR SERVICES GUIDELINES
(Reference Declaration Sect. 11.5, 11.6 page 16)**

(a) Unit owners must require all contractors, employees utilizing equipment and supplies to service units, to use the designated driveway pertinent to said unit to be serviced. Proper covering and protection of driveways, sidewalks, porches, and landscaping, limited or common elements shall be taken each and every time. Any damages to the buildings or grounds because of said action shall be repaired at the expense to the owner.

(b) All contractors and employees working in units must park in driveway of unit being serviced. No parking of commercial vehicles will be permitted except for when servicing said unit.

(c) No parking of contractor, employee or commercial vehicles will be permitted to be parked onsite overnight. **(Refer Sect. 12.6 page 19)**

(d) No unit owner can contract for installation of tile, ceramic, marble, wood or any other floor covering without prior written application to the Association. Owner will be required to install sound proofing material as outlined in the Sound Control Specifications Guidelines. No contractor will be allowed access onsite without proper written approval documents by the Site Management Office. **(Refer Sect. 11.3(c) page 15)**

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

(e) No live Holiday trees are permitted; however, live and artificial wreaths and garland are only permitted on the front door, entryway railings and second story balcony railings as long as owners properly dispose of the items.

3. ALTERATION OF CONDOMINIUM (Reference Declaration Sect. 11.5 page 16)

(a) Unit owners are specifically cautioned that their right to make any alteration, change, addition or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium. For example: no unit Owner may install screen doors, or apply any type of film or screening to the inside or outside of window or door glass without the prior approval of the Association.

(b) All external additions, changes or alterations must be presented in writing to the Board of Directors C/O the Site Management Office for approval, accompanied by written plans, drawings and specifications. The Board of Directors will only approve such request if they are within the parameters of the Declaration of the Association. The Board of Directors and Site Management will be required to be held harmless and indemnified as to, mechanics, liens and or claims arising from such work.

4. PROPERTY ACCESS GUIDELINES

(a) Owners will be required to advise all contractors, guest, tenants and employees of Association guidelines relative to ingress and egress to property.

1. Owners must advise gate house of any contractor, employee, visitor or delivery coming to unit.

2. Gatehouse will only call unit should a contractor, guest or visitor arrive that is not authorized in advance by owner. Should owner not respond to call from gatehouse, contractor, guest or delivery services will be denied access.

3. Contractors and employees will only be allowed access to property after 8AM Monday thru Saturday. All contractors, employees must be off site by 4:30PM Monday thru Friday and 1PM on Saturday. No access will be allowed on Sundays. Only access of contractor after designated service hours will be to service and emergency such as no air conditioning, plumbing leak or failed refrigerator.

4. All guests coming to visit will be allowed access to property if proper authorization has been given to gatehouse by owners. Again gatehouse will call

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

unit owner upon arrival of a guest that is not on the approved access list. If there is no response from unit owner the guest will be denied access.

5. RUBBISH PROCEDURES

(a) No garbage cans, supplies, containers, or other articles shall be placed in or on the walkways, driveways, except regularly scheduled rubbish pickup nor shall any linens, clothing, curtains, rugs, mops, or laundry of any kind, or other articles be shaken or hung from any of the windows, doors, walkways, or entryways, railings or exposed on any part of the limited common elements or common elements. The limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.

(b) Refuse and garbage shall be bagged and properly deposited only in the areas provided therefore i.e. driveway. Owners will be required to properly breakdown all large boxes for proper removal from property. Owners should make the necessary arrangements to have packing boxes removed offsite. Owners will be required to make the necessary arrangements through Association rubbish carrier for special pickup of large items such as furniture, appliances and other miscellaneous items.

6. BUILDING USE GUIDELINES (Reference Declaration Sect. 12.4 page 19)

(a) No unit owner shall make or permit any disturbing noises by his or her family, employees, tenants, agents, visitors, licensees and contractors, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall play upon, or permit to be operated, a phonograph, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium. Owners should respect other owner's rights by monitoring any excess noise or activities at all times especially after 10PM.

(b) Unit Owners should understand that noise within duplex buildings can be magnified. Owners, guests, visitors, tenants, and contractors should take the necessary steps to wear soft soled shoes, do not drag furniture across the floors or any other action that would cause unnecessary noises. Felt pads should be installed on furniture that is moved regularly on a day to day basis.

(c) Owners who are having deliveries such as furniture or other household items scheduled for delivery, should take the necessary steps to have deliveries arrive 8AM - 4:30PM Monday thru Friday and 8AM- 1PM on Saturday. Owners must

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

notify the gatehouse in advance of all deliveries. Owners must also respect the rights of all other unit owners in monitoring the noise of the delivery activity.

(d) No inflammable, combustible or explosive fluid, chemical or substance, shall be kept in any unit, storage, garage, lanais or limited common elements, except those necessary for normal household use. No barbeques are permitted onsite except for electric built-ins on lanais with proper ventilation installed.

(e) Unit owner, residents, their families, guest, tenants, employees, agents or visitors shall not at any time or for any reason whatsoever trespass upon the roofs of the buildings.

(f) Owners should take the necessary precautions not to assign or give out the access codes to the gatehouse, fitness facilities, pool area or any other area that has an access code to contractors, visitors, employees, tenants, or agents without proper verification and security measures so as to maintain the security of other unit owners. Tenants should not receive access codes until properly registered with the Site Management Office.

(g) No ball playing, rollerblading, skate boarding or bike riding shall be allowed within or upon the limited or common grounds.

(h) No signage of any kind, such as For Sale signs, shall be allowed to be posted on the limited or common elements which include windows, doors, and vehicles, except in the area designated by the Association. **(Refer Sect. 12.5 page19)**

(i) No motor vehicle shall be parked within the Dunes Complex except on paved parking surface, driveway or within a garage. No commercial truck or other commercial vehicle, other than those temporarily present on business, nor any trailers, campers, travel trailers, mobile homes, motor homes, motorcycles or recreational vehicle, and the like, any vehicle not in operating condition of validly license, may not be kept within the Dunes Complex and/or Seagrove Association. For the purpose of the foregoing sentence, the term "kept" shall mean present overnight, or for a period of four (4) consecutive hours, whichever is less. Because the number of parking spaces is limited, the right of the owners and occupants of any unit to park, keep or store more than two (2) motor vehicles in the Dunes complex may be limited or regulated by the Association or the Master Association. **(Refer Sect. 12.6 page19)**

(j) Owners, guests and tenants are responsible to keep driveways clear of all oil spills or debris at all times.

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

7. RENTAL LEASING PROCEDURE (Reference Declaration Sect. 13 page 19-22)

(a) All rentals or leasing of units are at a minimum period of thirty (30) days a maximum of twelve (12) times a year or a one year lease. All rentals or leasing of units will require submitting an executed rental/lease agreement and other requested documentation to the Dunes Site Management Office for approval. The owner will be required to pay the applicable application fee and a fee for the gate pass at the time the application is submitted for approval (or prior to approval).

(b) All tenants, guests, visitors, and rentals will be required to comply with all rules, regulations, policies and procedures of the Association. Owners must provide a copy of the Association's Rules and Regulations, policy and procedures to all guest and tenants within unit.

(c) No pets will be allowed for any rental or leased unit at any time.

(d) Owners should provide proper access codes and garage door openers to all guests, and tenants.

(e) The Association Site Management or Maintenance staff will not be responsible for providing access to units except in case of an emergency situation. Owners must make their own arrangements for access to their units for contractors, employees and guests.

8. PET PROCEDURES (Reference Declaration Sect. 12.3 pages 18- 19)

All pet owners will be required to follow the following guidelines pertaining to the ownership of a pet.

(a) Owners will be required to maintain their pet in such a manner that does not create a nuisance to other unit owners, such as, noise, odor or excessive barking. Owners who keep pets will assume full responsibility for any personal injury or property damage caused by their pets, and shall indemnify and hold harmless the Association and its Agents for any loss or liability arising from said pets. This policy also extends to owners who have guests and visiting pets.

(b) No pet shall be kept that may be vicious or an endangerment to other unit owners. All pets are required to have proper inoculations and be in compliance with all city/state ordinances relative to pets.

(c) No pet shall be left unattended upon the limited or common elements. No pet shall be left out on the lanai unattended for any length of time.

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

(d) All pets while on the limited or common elements must be attended by a responsible adult and on a leash or carried at all times.

(e) All owners will be required to clean up after their pet each and every time while on the limited and commons elements.

9. EMERGENCIES IN OWNERS ABSENCE

(a) In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, the owner should provide the Site Management Office a key to their unit.

(b) Any unit key that is provided to Management **shall not** be used for any other purpose except for emergency situations.

(c) Onsite staff will not be responsible for providing access to units for Owners, guests, visitors or contractors except for emergency situations.

(d) Owners should also take the necessary steps to provide a key to a neighbor or a family friend, agent, or home watch service. The Association should be provided the contact numbers to be utilized in case of an emergency.

10. HOME WATCH SERVICE

(a) It is advisable that owners who are going to be seasonal unit owners to employ the services of a home watch service. The home watch service should be instructed to follow precise guidelines outlined on a punch list that should include items such as.

1. Inspect the air conditioning system/humidistat if installed, to be sure proper operation and settings are maintained so as to avoid situations such as mold.
2. Properly secure the unit.
3. Shut off water to unit to avoid emergency situation such as flooding from broken water line.
4. Shut off hot water tank.
5. Shut off electricity breakers to unit except for key operational needs such as Air conditioning, humidistat, and emergency items such as smoke detectors and required lighting.

**SEAGROVE AT THE DUNES OF NAPLES
CONDOMINIUM ASSOCIATION, INC
RULES AND REGULATIONS/ POLICY AND PROCEDURES
AMENDED JULY 2013**

6. Upon inspection have home watch service run water in all drains, shower, toilets, sinks and tubs to prevent dry out that will allow gas fumes from entering unit. Toilets should also have added water installed, due to non-use the water level drops.
7. If hurricane shutters are installed be sure they are properly closed. If you do not have hurricane shutters removing patio furniture, plants and other objects from the lanais would be recommended.
8. Leave all bedroom and bathroom doors open to allow proper air circulation.
9. Empty refrigerator, turn off, wash the inside and prop the door open so they cannot close.
10. Unplug all small appliances, from microwave to TV and clocks. This prevents damage from electrical surges in summer storms.
11. Open cupboard doors, closet doors, turn up cushions. More air circulation helps prevent mildew.