

**LAUREL OAKS AT PELICAN BAY CONOMINIUM ASSOCIATION, INC.  
836 TANBARK DRIVE  
NAPLES, FLORIDA 34108  
(239) 597-7634**

**PROPERTY MANAGER: SYLVIA BOOKER (239) 564-0410**

**RULES & REGULATIONS  
JANUARY 2008**

**A document for a stable, quiet community with peace of mind for all residents. The use of each unit shall be consistent with existing laws and condominium documents and occupants shall at all times conduct themselves in a peaceful and orderly manner. The following are excerpts of rules and regulations taken from the document of Laurel Oaks, as well as miscellaneous information you may need regarding the management of this Association. Owners are held responsible for the actions of their guests, tenants and contractors. If you have any questions, or would like additional information, please contact Sylvia Booker, Manager, at the numbers listed above. Please keep these pages with your files as a point of reference, and ensure your lessees and guests have access to this information.**

- 1. RULES GOVERNING VEHICLE USAGE: Only licensed automobiles of owners, lessees or guests are permitted to park overnight. No disabled vehicle or one not licensed shall be parked on condominium property, and no repairs or service other than emergency repairs are permitted.**

**No parking of commercial vehicles, except while providing a service during normal business hours is permitted (Monday through Saturday: 7:00 am to 5:00 pm) No such activity is permitted on Sunday or holidays. Owners are responsible for ensuring that these work hours are understood and complied with by Contractors. Emergency situations are the exception to this section.**

**No commercial vans, pickup trucks, trailers, trucks of any kind, mopeds, motorcycles, moving pods, boats or boat trailers, campers, motor homes, golf carts are permitted on the property at any time. Exception only to commercial vehicles providing a service during normal business hours.**

**Resident/lessee/guest vehicles displaying commercial markings of any kind are prohibited from parking within Laurel Oaks after 5 pm.**

**REMINDER TO OWNERS: YOUR GUESTS MUST ALSO COMPLY!**

**Park only in paved areas which are identified as parking areas. Owners have been assigned a designated parking space with their condominium documents which can only be used by them.**

## **2. MAINTENANCE: LIMITATIONS:**

- a. NO ALTERATIONS OR ADDITIONS** may be made to the exterior of your unit without the written permission of the Board of Directors. This includes but not limited to: windows and sliders, exterior doors, screens and screen doors, hurricane shutters, window coverings, antennas, security lighting, lattice on lanais, wall hangings, etc
- b. LANAI WINDOW TREATMENTS OR SUNSHADES:** Must be white or off-white and cover entire area - **INSIDE WINDOW TREATMENTS:** seen from outside must be white or neutral backing.
- c. FLOORING:** The installation of any hard surface flooring in condominium units above the first floor must be approved in writing by the Board of Directors. Because of moisture problems, carpet is not permitted on lanais or concrete front entrances that are exposed to the elements.
- d. LANDSCAPING:** No alteration in landscaping of the common elements may be made without the prior written approval of the Board. This includes but is not limited to placing figurines, signs, potted plants and artificial arrangements in the landscaped areas
- e. OWNERS ARE RESPONSIBLE FOR HIRING ONLY LICENSED AND INSURED CONTRACTORS.**

## **3. USE OF COMMON ELEMENTS:**

- a. Hallways, stairways, grounds, and other common elements shall not be obstructed, littered, defaced or misused in any manner. Porches/lanais, walkways and stairways shall be used for the purposes intended and shall not be used for hanging or drying clothing, cleaning or storage of personal property.**
- b. GRILLS:** grilling using charcoal briquets, propane gas, mesquite, wood etc. is **NOT** permitted in individual condominium units, lanais, stairways, landscape areas, etc. as per Fire Marshall Code Rules. Laurel Oaks does have a gas grill at the Clubhouse on the lakeside for residents use which is permitted since it is not an occupied building. Please clean up and cover after each use.

**4. TRASH AND RECYCLING:**

- a. **HOUSEHOLD** trash is picked up on Tuesday and Friday mornings. **ALL** trash must be tightly wrapped and placed in your closed trash container. Loose trash only attracts rodents, but will not be picked up by the trash company. Please use the garbage can assigned to your unit.
- b. **RECYCLING PROCEDURE:** Green bins have been placed in 7 locations throughout the property. Please locate your ideal area. **WASTE MANAGEMENT NO LONGER REQUIRES THAT RECYCLING MATERIALS BE SEPERATED.**

**PLEASE DO NOT USE THESE RECYCLING GREEN BINS FOR ANY ITEMS OTHER THAN APPROVED RECYCLING ITEMS. (NO GARBAGE)**

**PLEASE BREAK DISCARDED CARDBOARD CARTONS DOWN TO CONSERVE BIN SPACE.**

**Waste Management is responsible for taking the bins out of the enclosed areas and returning them when unloaded. Please respect your neighbor's privacy by **QUIETLY** placing the commingled recycling items in the bins. Pickup is once per week on **FRIDAYS**.**

5. **PETS:** Only owners or annual lessees may keep one (1) small pet, of a normal domesticated type (cat or dog) of no more than twenty (20) pounds. The pet must be carried under the owner's arm, or on a leash, at all times while on Condominium property. Pets may not be left unattended or allowed in the Pool Area. The Board of Directors has the authority to enforce the removal of any pet that becomes a source of annoyance to other residents of the Condominium. **YOU MUST CLEAN UP AFTER YOUR PET.**
6. **LEASING:** The leasing of units by their owners shall be restricted as provided in this section.

**All requests to lease must be in writing, accompanied by an application, two letters of recommendation and a check for \$100.00 payable to Laurel Oaks at Pelican Bay Condominium Association, Inc. and submitted to the property manager**

**Leases must be for a minimum of thirty (30) days and no unit may be leased more than three (3) times a year. No lease may be for a period longer than one (1) year. Renewals are subject to the approval of the Board. No subleasing or assignment of rights by the lessee is allowed.**

**Occupancy during lease term is restricted to the lessee and family members within the first degree of relationship (blood, adoption, marriage) and their spouses and guests. The total number of overnight occupants is limited to two (two) persons per bedroom plus two (2). In the absence of the lessee and all of the family members mentioned above, no other person shall occupy the unit.**

**Unit owners, whose units are leased, are not permitted to use any of the Association facilities during the term of the lease. Unit owners who desire to lease their unit must refer to Association documents for the complete details of leasing.**

- 7. SALES: Purchaser must complete an application and submit along with a copy of the purchase agreement, two letters of recommendation and a check for \$100.00 payable to Laurel Oaks at Pelican Bay Condominium, Inc. to the property manager.**
- 8. CLUBHOUSE: The Clubhouse is for reserved use only. (Owners & Lessees) Reservations can be made using clubhouse bulletin board calendar. Reservations are on a first come, first served basis. The Clubhouse area must be cleaned, by users, after each use and should be treated as an extension of your home. The Clubhouse stove, microwave, sinks and refrigerator must be cleaned, by user, after each use.**
- 9. POOL RULES: THERE IS NO LIFEGUARD, SAFETY IS YOUR RESPONSIBILITY**
  - a. The use of the Pool and Spa are from dawn to dusk (NO NIGHT SWIMMING) as per Collier County Laws. The surrounding pool area may be used from 7:00 AM to 10:00 PM and use is limited to residents and guests only.**
  - b. No running, diving, throwing objects. No large floats, rafts, bicycles, skateboards, roller blades, etc. Noodles are permitted.**
  - c. Pool furniture may not be reserved. Users must return chairs to original place after use and must, where applicable, close and fasten umbrellas.**
  - d. Persons not completely toilet trained are not permitted in the pool or spa at any time. No diapers, of any kind are acceptable for wear in the pool. (baby, child, adult)**

- e. Loud noise, of any kind, is not permitted in the pool area. Only radios with ear phones are permitted.
  - f. Children under twelve (12) years of age must be accompanied by an adult.
  - g. Please use towels on the chairs and lounges
  - h. No food or drink within five (5) feet of the pool, and no glass in the pool area.
10. **PERSONAL ITEMS** such as yard art, signs, benches, bird baths, artificial plants/flowers, potted plants/flowers (placed inside the planting beds) hose holders are not in compliance with our current Rules and Regulations. The Board has approved a few personal items such as: front door wreaths – of a seasonal nature (must be kept in good condition) and approved potted plants that conform to size, number of pots and color of pots. You can get this information from the property manager.
11. **CAR WASHING: WATER ONLY, NO SOAP.**
12. **PRE-SALE CONDO INSPECTION**
13. **KEYS:** Whether you purchase or rent, be sure to obtain workable keys for the unit, mailbox and pool area from your realtor owner. **BE SURE THE PROPERTY MANAGER HAS A KEY TO YOUR UNIT.** If your mailbox key is missing, or does not work, you will need a locksmith to make a key for you, we do not have these in the office.
14. **LAKE USE:** Fishing is permitted in the lake. We encourage a catch and release program because of the pesticide and fertilizer runoff. Please remember that the sides of the lake are steep and can be slippery, especially when wet.

We do have an occasional alligator. They move from lake to lake during the mating season and do not generally stay around very long. The County will not remove them unless they are a nuisance and then they will be destroyed. **DO NOT FEED THE ALLIGATORS.** They are wild creatures and must be treated accordingly. They are also a good incentive to keep your pet on a leash.

**15. NOTICES:** All notices of Board Meetings will be posted on the clubhouse bulletin board 48 hours in advance as required. All owners are invited to attend. This is your Board and your community and your input is appreciated.

Notices regarding other functions i.e. socials, interest groups, community affairs, etc. will also be posted on this board and may also be posted on the bulletin boards located at the mailboxes.

**16. NUISANCES:** Do not use your unit, common area or pool facilities, or permit it to be used, in any manner which constitutes or causes an unreasonable amount of annoyance or nuisance to others. Behavior must be consistent with the highest standards of a first class residential Condominium. Garage sales, estate sales and auctions are classified as a nuisance.

Violations of the rules and regulations of the Association should be reported to the property manager, preferably in writing or by telephone if an emergency.

**PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT OF THESE RULES AND REGULATIONS DATED JANUARY 2008 AND RETURN IT TO THE PROPERTY MANAGER**

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**RECEIPT:**

I have received and read a copy of the Rules and Regulations of the Laurel Oaks at Pelican Bay Condominium Association, Inc. dated January 2008.

**UNIT NO.** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

LAUREL OAKS AT PELICAN BAY CONDOMINIUM ASSOCIATION, INC.  
CHECKLIST FOR PLUMBERS AND AIR CONDITIONING UNITS  
May 2011

MAJOR CAUSES OF WATER DAMAGE: (turn water off, including the hot water heater when you are out of town for more than three (3) days!!)

1. ORIGINAL HOT WATER HEATERS MUST BE REPLACED. (approximate cost: \$575.00 to include new ball valve shut off, pan, replace all plumbing with pex and brass fittings, bringing it up to code, remove old heater, 6 year warranty)
2. ORIGINAL SCREW TYPE SHUT OFF VALVE LOCATED INSIDE YOUR UNIT MUST BE REPLACED WITH BRASS BALL VALVES. MAKE SURE ALL OCCUPANTS KNOW WHERE YOUR MAIN SHUT OFF IS LOCATED, SHOULD YOU HAVE AN EMERGENCY. (approximate cost: \$100.00 if done in conjunction with hot water heater replacement). Be sure plumber includes an easily accessible panel, usually 12" X 12" or 18" X 18".
3. WASHING MACHINE HOSES: WASHER BOX SHOULD BE CHANGED OUT TO CODE, QUARTER TURN AND HAS SHOCK ARRESTORS AND STAINLESS BRAIDED HOSES. (approximate cost: \$175.00 with new washer box. \$25.00 without washer box, but includes stainless braided hoses, if done in conjunction with above).
4. REFRIGERATOR ICEMAKER: replace copper connections with pex plastic.
5. TOILETS: change hoses to pex or braided. The old crystal handle stops on toilets and bathroom sinks should be replaced with quarter turn stops. The crystal handle ones never shutoff or break.
6. DISHWASHER: replace copper lines with pex.
7. KITCHEN AND BATHROOM SINKS: change out hoses under sinks with pex or braided
8. AIR CONDITIONING UNITS: must be professionally serviced at least once per year including flushing of condensation line and use of algaecide. Whether occupied or not, the air conditioning system, and humidity control system, if applicable, must be appropriately operated when reasonably necessary, to adequately control the temperature, humidity and indoor air quality in the unit.
9. ALL INCIDENTS OF MOLD AND WATER INTRUSION including, but not limited to: water spots on drywall, plumbing leaks, leaks around windows and doors, leaks from appliances, and any other leaks, or evidence of water intrusion must be immediately investigated by owner and reported to the Association.

Sylvia Booker, Property Manager, For The Board of Directors (239) 564-0410